

EVANS AKWASI AHENKORAH

Contact

Address

U.P.C.I. Comm. 8, Tema.

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Skills

Confidence

Clarity

Listening

Accepting Feedback

Asking Questions

Building Trust

Open Mindedness

Web and Graphic Design

Responsibility

Computer Literacy

Ms. Office

Digital Marketing

Problem Solving

Volunteering

Team Player

Presentation Skills

Events Logistics Management

Leadership

Creativity

Organization

Critical Thinking

Focused and self-motivated artist / graphic designer with exceptional computer skills. Bringing aptitude for event planning and coordination as well as proven ability to anticipate needs and manage significant assignments. I hope to excel in the field of I.T. by bringing it to people in rural areas.

Work History

Aug. 2020-
to date

Administrator

United Pentecostal Community School, Tema

- Performed administrative and financial duties.
- I helped with teaching when a teacher was not available.
- I typed, edited and printed midterm and end of term examinations.

Sep. 2020
Dec. 7, 2020

Exhibition Officer & Ballot Issuer

Electoral Commission of Ghana

- As an exhibition officer my duty was to setup the polling place for voters to verify their details on the voter register.
- I issued ballots to voters in the General election.

Sep. 2018-
Nov. 2019

Accounts Payable Clerk

World Vision Int. Shared Services, Accra

- Processed invoices and credit notes for suppliers.
- Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
- Kept supplier files accurate and up-to-date to expedite payment processing.
- Maintained a strong relationship with colleagues and suppliers.
- Helped organize an event.

May 2016-
Sep. 2018

Events and Promotions Intern

Multimedia Group Ltd., Kumasi.

- Restocked office supplies and retrieved files for staff.
- Completed clerical tasks such as filing, copying and distributing mail.
- Sorted and organized materials such as physical files, tracking spreadsheets and reports.
- Built rapport with clients to facilitate trusting relationship for growth.
- Contributed to content creation for company.
- Helped organize events.
- Helped create LPM's and jingles for products and services ads.

Education

2020-2021

Google Digital Marketing Course (ONLINE)

2014-2018

Bachelor of Fine Arts- K.N.U.S.T. - Kumasi

- Majored in Painting, minored in Sculpture.
- Collaborated with Danish students from the *Koldeng School of design* on a project titled '*the dining project*'.
- Thesis: STUDY ON THE EFFECTS OF MUSIC, MOVIES, FASHION, FINE ART ON CONTEMPORARY SOCIETY.

2009-2013

WASCCE - Armed Forces Snr. High Tech. School- Accra.

- Majored in Visual Arts.
- Awarded the best Graphic design student in the school's first speech and prize giving day.