**FINE N. SANDRA NYARKO-BADOHU**

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**PERSONAL PROFILE** Currently, I am on a Master’s program in International Trade and Finance at London Metropolitan. I am in search of practical knowledge and skills related to my field of interest that is Finance. I achieved a first class on my bachelor’s degree in International Business through dedication and hard-work. I am a quick-witted, energetic person and I still maintain a strong ambition and determination to achieve my career goals. Therefore, I’m committed to develop a broad range of valuable skills in joint to my career development through internships or placements in Finance for which I’m looking forward.

**EDUCATION**

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Feb 2020- Sep 2021 **London Metropolitan University (MSc International Trade and Finance**)/ **London**

* Passed with distinction, Financial Derivatives and Risk Management module- Deep Knowledge about the financial assets’ risks identification and their management
* Upcoming grade in International Corporate Finance module- International perspective of corporate finance activities
* Passed with upper second class in International Logistics module- Good understanding of companies supply chain management and disruption

Oct 2012- Jul 2015 **Middlesex University (Bachelor Degree- International Business**)/ **Mauritius**

 **First class Degree**

* International Finance
* Managerial Finance and Accounting
* Economics for Business environment
* Trade and International Business

May-Jul 2016 **AEC (Consulting Office in Auditing Expertise and Accounting)/Togo**

* Modular training- basics of Accounting
* Balance sheet reconciliations

**SKILLS**

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* **Computer Operations & Language skills**
* Excellent knowledge of Microsoft office (Word, Excel, Powerpoint)
* Academic IT skills in Bloomberg, SPSS, E-views
* Excellent Bilingual skills– French & English
* German & Italian language - Reading & basics
* **Customer Service skills**
* High knowledge in through a lot of interaction with customers
* Highly developed Interpersonal skills
* Sales management
* **Other skills**
* Accounts payables and receivables
* Academic and basic practical knowledge in Finance

**EMPLOYMENT HISTORY**

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Sep 2016- Jan 2020 **Front Office Manager at Ahoefa King Salomon Garden** Lome/Togo

* Managed phone calls and emails
* Prospected for new partnership contracts
* Performed account receivables follow-up
* Negotiation with customers on special offers, deals and events promoted at the hotel
* Trained a small team on the reception procedures
* Leadership and Organisational skills through dispatching daily tasks to staff
* Monitored daily new arrivals and departures
* Prepared daily customers’ invoices, receipt and payments
* High accuracy of credit and cash transactions management
* Presented monthly events and turnover report to the senior management
* Developed more the knowledge of Microsoft Office applications

 Nov 2015- Apr 2016 **Accountant Assistant- Galerie A-Z (Groupe Levant Sarl)** Lome/Togo

* Performed Bookkeeping duties (Handling and recording customers invoices and payment receipt)
* Managed account receivables and payables in a weekly report
* Coordinated other related secretarial activities: preparation of administrative letters and contracts.

Jul 2015- Sep 2015 **Internship-Social welfare- NGO-LIFEF** Mauritius

* Expanded high communication skills across mini-conference of training projects for vulnerable women (Aggro-ecology, Diversified language, Italian and English)
* Developed High awareness on social and economic issues
* Gained reporting skills through each section activities report

Feb 2013- May 2015 **Part time sales representatives-Phoenix Insurance/ Ebene call center** Mauritius

* Approach targeted customers in road services
* Technical presentation of the products with tariffs negotiation
* Proactive research in anticipation to future needs of the client
* Advice to clients on the products features

 **INTERESTS & ACTIVITIES**

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* Blues music- for a relaxation end
* Finance and general news for day-to-day actualities
* Involvement in sport activities like physical exercises, jogging, hiking and riding - that contribute to an energetic and de-stressed day and to drive a positive wave spills.
* Reading during my spare time to keep up to a flow in my communication skills.