**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. As a quick-witted, energetic person, I set dedication as means of achievement. I am in search of practical knowledge and skills related to my field of interest that is Finance. For my academic achievement, I came out with first class, result of dedication to studies and hard-work in my first degree course in International Business. I have maintained a strong ambition and determination to achieve my career goals, therefore I’m committed to develop a broad range of valuable skills in relation to a strong background for my career development. For example, strong computing skills, customer service, accounts holding reports and customer invoices management, etc…Hence, I’m hunting Finance placements for practical work experience.

**EDUCATION**

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Feb 2020- Sep 2021 **London Metropolitan (Master’s Degree- International Trade and Finance**)/ **London**

* International Corporate Finance- International perspective of corporate finance activities
* International Logistics- Understanding over companies supply chain management and disruption
* Financial Derivatives and Risk Management- Knowledge about the financial assets’ risks identification and their management

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

* 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
* **GENERAL SKILLS**

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* Excellent knowledge in Computer Operations- Microsoft office (Word, Excel, Powerpoint)
* Academics IT skills in Bloomberg, SPSS, E-views
* Excellent Bilingual skills– French & English
* High knowledge in Customer Service through a lot of interaction with customers
* Highly developed Interpersonal communication skills
* Academic knowledge in Logistics and supply chain management
* Execution of purchase and sales management
* Academic and basic practical knowledge in Finance

* **OTHER LANGUAGES SKILLS**

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Italian Reading & basics

German Reading & basics

* **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 staffs

- 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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* Music- for a relaxation end
* News- to be abreast of the actuality
* Involvement in sport activities - that contribute to an energetic and de-stressed day driving a positive wave spills over to a smiling work environment
* Reading during my spare time to keep up to a flow in my communication skills

**REFERENCES**

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**Boodeo Nem** Lecturer in economics at Middlesex University/ Mauritius

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**Jenny Roopnarain** Coordinator in communication at LIFEF

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**Rose APEATRO** Accountant and Human Resources Manager/Lome-Togo

(Ahoefa King Salomon Garden)

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