

ELVIS NENYO TAKORA

Ghanaian | Accra | Ghana | +233557407190

elvistakora@gmail.com | LinkedIn www.linkedin.com/in/elvis-takora |

SUMMARY

- Energetic and high spirited self-starter with experience in Administrative Tasks.
- Excels in providing exceptional Administrative Tasks both on-site and remote.
- Tech savvy, efficient in the use of Google Workspace tools and Ms tools.

EDUCATION

University of Professional Studies – Accra, Ghana.

September 2017 – October 2021

BA, Business Administration (Second Class Upper Honours)

ALX Virtual Assistance Program

ALX AI Career Essentials

WORK EXPERIENCE

Administrative Officer

April 2023 - Present

Ghana Ministry of Defence – Burma Camp, Accra

- Data entry, filing and record keeping.
- Flight Booking and Accommodation Reservation.
- Preparing reports and presentations.

National Service

November 2021 - September 2022

Ghana Ministry of Defence – Burma Camp, Accra

- Assisted staff in various Administrative Tasks.
- Typing of correspondences.
- Filing and record keeping.

Administrative Intern

May 2019 - August 2019

Ghana Commercial Bank – Mampong Akuapem, Ghana

- Processing transactions and payments.
- Assisted bank staff with daily task and operations
- Data entry.
- Preparing reports and presentations.

VOLUNTEER ACTIVITIES

Administrator - Presbyterian Church of Ghana, Trinity Congregation

May 2018 - August 2018

- Data entry.
- Typing of minutes.
- Preparing itineraries.
- Travel and hotel reservation.

SKILLS

Technical Skills

- Google Workspace
- Microsoft Office tools
- Ability to use artificial intelligence apps to expedite tasks.
- Project Management
- Graphic Design
- Data Analysis
- Virtual Assistant

Soft Skills

Reliable
Respectful
Good communicator
Easy to Adapt
Eager to learn
Grit

INTERESTS

Nature & Wildlife
Conservation

Adventure

Reading

LANGUAGES

Twii - Native
Ewe - Native

English - Expert

French -
Conversational