

**C/O POST OFFICE BOX ST 395,
KANESHIE-ACCRA.
17TH DECEMBER, 2024**

**THE HUMAN RESOURCE MANAGER,
GLOJOE RHEMA HOSPITAL,
KASOA.**

Dear Sir/Madam

APPLICATION FOR EMPLOYMENT AS CASHIER

I am writing to apply for the position of Cashier or any role that suits my skills and experience. I am passionate about providing financial analysis, and I am confident in my ability to contribute effectively to your team.

With my experience in finance and possess strong communication and problem-solving skills. I believe my background would make me a valuable addition to your team.

Thank you for considering my application. I look forward to the possibility of discussing my application further.

Thank you.

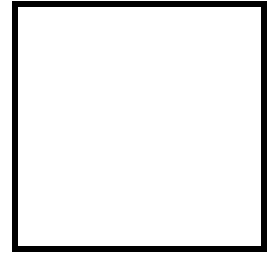
Yours Sincerely,

.....
**Rosemary Asamoah
0244901221**

CURRICULUM VITAE

PERSONAL DATA:

NAME: Rosemary Asamoah
NATIONALITY: Ghanaian
GENDER: Female
PLACE OF BIRTH: Techiman - B/A
DATE OF BIRTH: 17/04/1987
MARITAL STATUS: Single
PROFESSION: Cashier
ADDRESS: Post Office Box 844, Techiman
CELL PHONE: +233 244901221
EMAIL: hereisrosemary@gmail.com



Personal Statement

I am an adaptable, conscientious hardworking and result- oriented, highly organized and efficient person, with a thorough and precise approach to leadership in spirit of team work, which has yielded excellent results to date. Able to manage own time effectively, and prioritized workload. Experienced at working to tight deadlines and under considerable pressure. Friendly and approachable with excellent interpersonal relations skills.

Career Objective

Seeking a career that develops Self-Motivated attitude towards different kinds of assignments and tasks. Generating and using local technology to solving local problems. Effective application of acquired knowledge in practical problem solving is an ultimate career objective.

Key Skills

Ability to manage time and prioritize workload to ensure efficient delivery of all aspects of task

- Excellent communication skills, both written and verbal.
- Polite and professional manner
- Ability to relate to people from all backgrounds

- Good problem solving skills
- High level of attention to detail
- Highly organized and efficient

PROFESSIONAL/ ACADEMIC QUALIFICATION

INSTITUTION	DURATION	CERTIFICATE OBTAINED
University of Education, Winnaba	2020- till date	Still on Programme (BBA-ACCT)
Sunyani Polytechnic	2007-2009	DBS ACCT
Sacred Heart Senior School	2002-2005	SSSCE
St. Francis JSS	1999-2002	BECE

Employment Records/Working Experience

Volta River Authority (VRA) – Nkoranza

POSITION: **Administrative Assistance**

DATE: November 2022 to Current

Duties and Responsibilities

- Answer and direct phone calls
- Organise and schedule appointments and meetings.
- Maintain Contact List
- Develop and maintain a filing system.
- Assist in the preparation of regular scheduled reports.
- Generate Reports.

BACCSOD-AKROFROM

POSITION: Cashier

DATE: April, 2019 - November, 2022

Duties and Responsibilities

- Receiving deposits on behalf of the Institution with authentication of receipts.
- Making withdrawals for customers on behalf of the Institution with authentication of receipts.
- Verifying all credentials to make sure is the right person before withdrawals.
- Balancing of accounts.
- Making payments on behalf of the organization.

MTN Ghana (Connect Store Representative)

POSITION: **Customer Care Service**

DATE: February, 2012 – February, 2013

Duties and Responsibilities

- Replacement of MTN SIM Card
- MTN Mobile Money Activation
- MTN SIM backup
- MTN SIM registration
- MTN Mobile Money transactions

BISVEL Investment Limited (MTN Dealer)

POSITION: **Data Clerk**

DATE: June 2010 to March 2012

Duties and Responsibilities

- Ledger balancing
- Capturing of incoming and outgoing stocks with tally
- Issue out goods
- Daily balancing & Bank reconciliation

Centre for Sustainable Development

SSNIT

POSITION: **Data Clerk**

DATE: June – October 2008

Duties and Responsibilities

- Registration of workers
- Changing of members nominations
- Retrieval of invalid S.S Nos.
- Capturing of member updates
- Field work

OTHER CERTIFICATES

- Computerized Accounting
- Spring Board 2010 Road Show
- Banking Records & Procedures

HOBBIES

Reading, music, movies, cooking and listening to news

Referees

1. Rev Fr Mathias Ackah
St Paul's Catholic Cathedral Techiman
Tel; 0553-951430
2. George Frimpong Antwi
Station Supervisor
VRA, Nkoranza
Tel: 0244-592114