**AMANDA ACHEAMPONG**

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**Personal Statement:**

Proactive with logical approaches to challenges. Possess an excellent ability to motivate others, contribute and influence the stability of humanity through effective communication and professional care that will ultimately add to the growth and success of any organization or society I am exposed to. I also have excellent customer service experience. Also, to gain more experience working efficiently in diverse organizational settings to promote personal and organizational development.

**Work experience:**

**Live-in Carer**

**Pamikyx Ltd- Aberdeen UK**

**1st October 22- Till date**

* Personal Care
* Administration of oral and topical medication under the supervision of medical personnel
* Companionship
* Outdoor activities
* Domestic duties
* Ensured the healthcare needs of patients are identified, provided and managed.

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**Assured Comfort and Care Home Ltd- Ghana**

**Home Care Assistant**

**October 20- August 22**

Taking care of elderly in their houses, administration of medication, help with bathing, preparing her meals, cleaning the house and any other chores in the house. Grocery shopping for the home. Planning and facilitating discharges. Documenting the progress of the families under my supervision and regularly updating my supervisors.

**Volunteer**

**Aberdeen City Council Inspired Comedy Festival, Aberdeen UK**

**October 22- October 22**

**Voluntary Crew Member**

**Role:**

* Liaise with venue staff
* Liaise with comedians and stage manage the show
* Sell remaining tickets on the door and check tickets
* Direct the audience and politely encourage customers to the front first

**Come to our aid Foundation (Non-Governmental Organization)**

**January 15 to April 17**

* Volunteering of logistics, daily essentials, and personal care to charity institutions
* Public education and rendition of support to less endowed societies.
* Educating and organizing seminars for orphanages.

**Controller and Accountant General’s Department- Koforidua Regional Directorate**

**National Service – Administrative Assistant (September 19 – August 20)**

**Role:**

* Sort and distribute mails to various institutions, departments and individuals.
* Working on commuted pensions assigned to deceased pensioners and keeping record
* of pension claims for documentation.
* Handling of customers queries, schedule appointments, receive and process deliveries.
* Having knowledge and skills in IT, I provide typing assistance and other IT related
* issues at the office if need be.

**Education:**

* MSc Petroleum, Energy Economics and Finance- University of Aberdeen (Ongoing)
* BA Economics- Kwame Nkrumah University of Science and technology, Kumasi - Ghana (2015-2019)
* Adult social care, First aid training, Health and Safety, Anaphylaxis management, Medication Administration and Communication skills training (Florence academy)

**Relevant Certifications:**

* Dementia
* First Aid at Work
* Anaphylaxis management
* Medication Administration
* Moving and handling
* Health and safety
* Safeguarding adults

**References**

Available on request