**HARRIET MORKPORKPOR AGBENYA**

**P.O. BOX MD, 110, MADINA- ACCRA**

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**CAREER OBJECTIVE**

To be part of a result-driven, innovative and research oriented organization, whose vision is geared towards providing high quality solutions and customer centred services. I am teachable and enthused about learning new things necessary for my personal development and good communication skills. I look forward to a challenging job environment with responsibilities in the area of teaching, research and administration where my skills, capabilities and knowledge can be put to productive use to enhance and promote the goals and vision of the organization

**EDUCATIONAL BACKGROUND**

**University of Ghana LEGON, GREATER ACCRA REGION**

BSc (Business Administration, Health Services Management) **Sept 2017 – May 2021**

Reducing Antimicrobial Resistance of Treatable Sexually Transmitted Infections in Antenatal Care. **(WORLD HEALTH ORGANIZATION)**

Maternal Nutrition Programming in Emergencies **(UNITED NATIONS CHILDREN'S FUND)**

**E.P.C Mawuko Girls Ho, Volta Region**

**BUSINESS (WASSCE) Sept 2013 – May 2016**

**WASSCE - West African Senior School Certificate Examination**

**Volta Barracks JHS Ho, Volta Region**

 **Basic Certificate Course 2010 - 2013**

**WORK EXPERIENCE**

**Pear of Eagle Company Ltd Sep 2016 – Sep 2017**

**Core Duties**

* Collected deposits as a fidelity agent banker
* Payment of ECG bills, DSTV and GOTV bills
* Transfers of Mobile money for all forms of network
* Handling of customer concerns and grievances.

**INTERNSHIP AT HO MUNICIPAL HOSPITAL**

**Core Duties JUNE 2018 – AUGUST 2018**

* Worked with National Health Insurance claim
* Clerical works like filing.
* Gathering of patient’s folders from the Laboratory, Antenatal unit for billing.

**INTERNSHIP AT HERBAL HEALTH SOLUTIONS LTD**

**Core Duties**

* Quality Management Assessment
* Making of Accounting entries
* Manual accounting book keeping (Recording income and expenses)
* Payment of Employees SSNIT and Company Taxes.
* Filing of staff documents, bank documents, tax documents.
* Receive of clients into the facility and directly them to their preferred doctor.
* Ensuring activities at the facility is running smoothly.
* Explaining delays

**NATIONAL SERVICE AT 37 MILITARY HOSPITAL**

**Core Duties**

* Preparation of operation list and distributing it to the various wards and theatre.
* Preparation of medical reports.
* Writing of memo's
* Compilation of end of month mortalities

**ENGLISH AND EWE LANGUAGE TRANSLATOR AT:**

**PROZ.COM**

**BAYAN TECH**

**TRANSLATORCAFE.COM**

**TRANSLATION DIRECTORY**

**VOLUNTEER ACTIVITIES**

**Christ to The Rural World Outreach (Day of help)** **Aug, 2014 till date.**

**Core Duties**

* Part of medical team that provides screening and medical care to people with disability
* Visit, share the gospel, clothing, food, toiletries and care for the sick and the less-privileged in the community especially during vacations

**SKILLS AND ABILITIES**

* Hard working and enthusiastic with an excellent attitude towards work.
* A team player with good interpersonal skills and abilities.
* Punctual and reliable with the ability to complete tasks on time.
* Skilled in designing dresses
* Gifted in singing and teaching

**PROVEN COMPUTER COMPETENCE**

* Microsoft Suite, Excel,
* OWL Accounting Software Enhanced

**REFERENCES**

**37 Military Hospital Herbal Health Solutions Ltd**

**RICHARD MENSAH DR MICHEAL TAWIA- RANSFORD**

(COLONEL) DIRECTOR OF RESEARCH UNIT

OIC SURGICAL DIVISION HERBAL HEALTH SOLUTIONS LTD

37 MILITARY HOSPITAL

TEL: 0543757821 TEL: 0271925480

EMAIL: rolmens@gmail.com EMAIL: mtawiaransford@yahoo.co.uk

**HAGGAI AMPAW DR. M. KWAME EDUSEI**

(HUMAN RESOURCE MANAGER) MEDICAL DIRECTOR

PUBLIC HEALTH DIVISION HERBAL HEALTH SOLUTIONS LTD

37 MILITARY HOSPITAL

TEL: 0243756576/ 0243685810 TEL: 0277603195

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