

YAYRA AMA VORSAH

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PERSONAL STATEMENT

I am a hardworking and motivated individual who completed a Degree in Economics and Information Studies and at the moment learning in the IT field. In line with my career objectives, and I seek a challenging position in a reputable organization with considerable opportunities for growth and development to support people and solve problems.

PROFESSIONAL EXPERIENCE

Cloud Associate (Intern)
nFortics Ghana

Dzorwulu, Ghana.
March 2021 - Present

- Assisting and learning on the job.

Accounts and Admin Assistant
AUDAX CONSULT

Accra, Ghana.
February 2020 - December 2020

- Assisting in the preparation of financial accounts by auditing and validating documents.
- Performing all administrative duties, managing logistics and the petty cash book.
- Customer service personnel in charge of satisfying client's enquiries and feedback.
- Managing all technological and website issues

Compliance Officer
THE BEIGE GROUP

Accra, Ghana.
July 2016 to August 2018

- Created the filing code for all the subsidiary businesses of the Beige Group.
- Successfully executed the project of changing our fuel provider from Shell Ghana to Total Ghana and responsible for fuel allocation, receipts and payments.
- Ensured that the operations at The Beige Group and all SBU's were within the firm's Compliance and Assurance Policy.
- Audited vouchers (payments, receipts, bills, taxes, and petty cash books) from all the subsidiaries.
- Audited Payroll and reported any issues to the Lead, Compliance.
- Ensured proper documentation of minutes, memos, suppliers list, field work reports, etc.

VOLUNTEERING

My Help Your Help Foundation

April 2017 to Present

Team Assistant

- Providing assistance in projects.
- Teaching and motivating children on the importance of education and self-care.
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EDUCATION, LANGUAGES & SKILLS

AWS Cloud Practitioner Certificate

January 2021

Azubi Africa, Ghana.

Google IT Support Professional Certificate

January 2021

Coursera, Online.

BA Economics & Information Studies

August 2010 – June 2014

University of Ghana

Senior High School Certificate (WAEC)

August 2006 - June 2009

Wesley Girls' High School

CERTIFICATES

AZUBI AFRICA /AWS

AWS Cloud Practitioner Certificate

IBM –ONLINE (2020)

HTML, CSS & Web development

SORONKO ACADEMY (2020)

Google G-Suite, WordPress & Social media marketing

SKILLS & LANGUAGES

Soft Skills

• Teamwork • Customer Service • Analytical • Fast learner

Technical Skills

• IT Support • Python • Troubleshooting • Linux •AWS Cloud Practitioner