

## Abraham Tettey

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### Qualifications Summary

A highly motivated, positive and hardworking individual, who always strives to achieve highest standard possible, at any given task. I possess excellent communication skills, good team player and enjoy taking new challenges.

### Educational Background

<b>Young African Leaders Initiative</b>	Accra, Ghana	2018
Leadership and Entrepreneurship Development.		
<b>AfriClassic Group</b>	Accra Central, Ghana	2017 - 2018
Digital Marketing.		
<b>Palm Institute</b>	Accra, Ghana	2016 - 2018
Associate Degree in Computerized Accounting.		

### Professional Experience

<b>Nubuke Foundation</b>	East Legon, Ghana	2019 - Present
<b>Curotarial Assistant/Social Media Manager</b>		
Creative(arts) direction, organizing and managing programs, curating contents and managing social media management.		
<b>Kwabeng Health Centre - Sankubenase CHPS</b>	Atiwa District	2018 - 2019
<b>Assistant Administrator - National Service</b>		
Providing administrative support to ensure efficient operation of the clinic, assisting with clinical duties, observing, monitoring and recording patients' conditions by taking temperatures, pulse, respirations and weight.		
<b>Nubuke Foundation</b>	East Legon, Ghana	2018

### **Accounts Assistant- Internship**

Work with spreadsheets, sales and purchase ledgers and journals. Prepare statutory accounts. Calculate and check to make sure payment amounts and records are correct.

### **Africlassic Fashion TV**

Accra Central, Ghana

2018

### **Digital Marketer - Internship**

Promote and sell products and services online, manage social media page of artists.

### **Volunteer Experience**

#### **Naa Amerley Palm Education Foundation,**

Okponglo, Ghana

2016 - 2018

### **Outreach Committee Member**

Assist with fund raising activities, develop strategies for growth and find possible outreach locations.

### **Palm Institute of Strategic Leadership**

Okponglo, Ghana

2017 - 2018

### **Librarian**

Take stocks of books, ensure library books are well kept and enforce students adhere to library rules.

### **Trainings Attended**

#### **Wineloya Digital**

Fundamentals of Digital Marketing

#### **WIWIK-BLU**

Entrepreneurship and Emotional Intelligence.

### **Online Courses Offered**

#### **YALI Network**

Fundamentals of Starting and Running a Small Business, Fundamentals of Business Expansion, Management Strategies for People and Resource, Basics of Public-Private Partnerships, Creating and Maintaining Social Enterprises, Community Organizing for Action, Design Driven Entrepreneurship, Fund Raising Concept.

#### **Google Garage**

Fundamentals of Online Marketing

**Referee**

Upon request.