**NUERTEY NAPHTALI**

**CONTACT INFORMATION PERSONAL DETAILS**

Telephone: 0552601297 Date of Birth: February 25, 2000

Email: naphtalinuertey@gmail.com Marital Status: Single

Nationality: Ghanaian

**CAREER OBJECTIVE**

To work in a demanding business atmosphere where I will have the opportunity to demonstrate my abilities by embracing challenges, achieving organizational goals, and climbing the corporate ladder via continual learning and devotion.

**PROFILE**

A National Service Person at Bunso Cocoa College with optimal communication skills, excellent interpersonal abilities, strong leadership characteristics, and an understanding of how to work together in an organization to attain the objectives of the cooperative. Approachable and self-assured, with the capacity to work independently or with minimal supervision.

**EDUCATION**

|  |  |  |
| --- | --- | --- |
| **Year** | **Institution** | **Program Offered** |
| 2019 – 2021 | Ghana Institute of Journalism | Diploma in Communication Studies |
| 2015 – 2018 | Presbyterian Boys’ Secondary School-Legon | **General Arts**  (Literature-in-English; Government, History, Christian Religious Studies) |
| 2012 – 2015 | Abusco Royal International School | BECE |

**INTERNSHIP**

Intern at Jumino International School (New Bortianor), 2020.

**Roles:** I. Information and Communication Technology (ICT) teacher for lower primary

II. Helped administrative assignments for the school.

**ACADEMIC TRAINING**

* Currently pursuing Bachelor of Arts in Communication Studies (Public Relations) at Ghana Institute of Journalism (GIJ).

**LEADERSHIP POSITIONS**

* Prep Chairman, Presec-Legon.
* Drama Club Vice President, Presec-Legon.
* Pensa Drama Coordinator, Presc-Legon.
* Kwansa House Assistant III Senior Supervisor, Presec-Legon.

**SEMINARS/WORKSHOPS ATTENDED**

* Information Technology and Employability Skills, Regent University
* 7th Accra Youth Summit, Adabraka.
* Essential Leadership Skills Development Program, Presec-Legon.

**EXPERIENCE**

1. National Service Personnel at Cocobod,

Bunso Cocoa College (BCC),

Diploma Secretariat.

2. Fareast Mercantile Company Limited, 2019.

Product merchandiser at Game (West hills branch).

**COMPUTER LITEARCY**

Proficient in Microsoft Word, Excel, PowerPoint, Internet Surfing and Social Media applications

**LANGUAGE ABILITY**

English (Excellent Written and Verbal), Twi and Krobo (Verbal)

**INTERESTS**

* Research
* Social media interactions
* Reading
* Socializing with like-minded people
* Watching football games

**REFEREES**

1. Francis N. Y. Codjoe

Programs Coordinator

Bunso Cocoa College (BCC)

Mobile: 0206730382

Email: *fnycodjoe@gmail.com*

1. Bright N. Opoku Antwi

Unity Oil Company Ltd.

Mobile: 0244633522

Email: *bno@gmail.com*

1. Sarah Adomako

Tutor

Aplaku M/A 1 Basic School

Mobile: 0540562986

Email: *sarahadomako@gmail.com*