

Samuel Appiah-Twum

Accra (Tema West)

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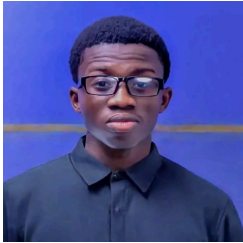
in <https://www.linkedin.com/in/samuel-appiah-twum->

Samuel Appiah-Twum.
Tema-West.

I am writing to express my interest in applying for a job opportunity in your highly esteemed organization. I am convinced that my skills, experiences and my enthusiasm makes me a strong candidate for any position in your organization. I have always committed to providing exceptional service and making positive impact in all areas that I commit myself. Throughout my years of professional experience, I developed a diverse set of skills that allows me to contribute effectively and quickly adapt to various work environments. My strong communication, written and verbal skills, allowed me to excel in roles that require effective collaboration and teamwork. I believe to foster strong relationships, listen to the prospects of others and to use problem-solving skills to meet all the challenges that may arise. I am proud to learn new techniques and use my skills in collaboration with your already formidable workforce to increase productivity. I believe to be an effective resource to rely on. Please find attached to this letter, my curriculum vitae for your consideration.

Thank you

Sincerely, Samuel.



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Objective

I am a very motivated and experienced professional with a proven trace of customer service, sales and project management to the satisfaction of both clients and staff. I have a good experience in developing and implementing innovative strategies to increase customer satisfaction and loyalty. I am an excellent communicator and I have the ability to build relationships with customers, colleagues and pious holders. I am also very organized and with the keen ability to handle several projects simultaneously. I am convinced that my skills and experiences will be a great asset for any organization.

Experience

- Matabor Ghana Limited (Ghana Employment Hub)** 2025 -
Office/Social Media Manager
Responsible for the daily administrative activities.
Recruited and interviewed applicants for individuals and enterprises.
Managed social media accounts for company and responded to inquiries.
Client service and job scouting for recruiting team.
- FLOOR FURNISH GHANA** 2023 - 2024
HR & Media
In charge of interviewing applicants and preparing content creation for the week.
Designs all posters and fliers for social media.
Maintenance of company's website.
Worked as project manager in overseeing coworkers on site.
Making of monthly reports and worked hand in hand with the customer service to ensure customer satisfaction.
Video Editing and management of social media platforms.
- CORPORATE UNIVERSAL BUSINESS SERVICES (CUBS)** 2023 -
Salesoperator/ Sales manager
Helped customers select the right products they need.
Answered customer requests and provide product information.
Assisted with promotional activities and special events.
Provided excellent customer service and create customer loyalty.
Followed-up with customers to ensure satisfaction, etc.
Responded to customer inquiries on social media.
- GOOD SHEPHERD EVANGELICAL LUTHERAN ACADEMY** 2022 -
Senior High School Teacher
Ensured the discipline of students. Basic French student guardian.
Guided the students of the drama club to act.
Ensures that students make their missions. Install moral discipline as well as good behavior among students.
Creates fun but educational games for students.
Designed posters and banners for promotional activities of the school.
- BENGUY IMPORTATION** 2020 -
Sourcing Agent & Media Personnel
Managed social media platforms and responded to customer inquiries on site.
Registered students who take the importation course.
Sourced on e-commerce sites to find the best wholesaler, negotiate deals and make purchases for importation.
- BRIGHT SHINING STARS INTERNATIONAL SCHOOL** 2019 -
Teacher
As a pupil teacher, I actively engaged in the educational process, supporting lead teachers and gaining valuable hands-on experience in the classroom.
Helped maintained a positive and productive learning environment by supporting classroom rules and managed student behavior. Provided additional assistance to students who needed extra help, ensuring that all learners can achieve their full potential.

Assisted in the evaluation of student progress through grading assignments and provided constructive feedback.

Prepared teaching materials and resources needed for lessons, such as worksheets, visual aids, and classroom activities. Supervised students during classroom activities, recess, and other school-related events to ensure their safety and well-being.

- **GOLD CHIP HYDRAULIC ELECTRICAL COMPANY** 2018 -
Clerk
Responsible for maintaining the CEO workspace to ensure a serene and tidy setup.
Data entry of the company's information which helped staff to make reference. Created monthly reports of progress and failure of society.
Responded to phone calls and answered customer inquiries.
Led and monitored team members to ensure continuous productivity in the field.
- **BRIGHAM YOUNG UNIVERSITY (BYU PATHWAY)** 6 months contract -
English Connect Tutor(Remote/On-site)
Assisted non English speaking students to take up Pathway English connect which enabled me to get more students members and non members to be educated.

Education

- **Faith Community Baptist College** 2017
WASSCE
- **University of Athena** 2021
International Human Resource Management & Digital Marketing
- **Brigham Young University (BYU Worldwide)**
Business Administration

Skills

- Teamwork
- Communication
- Computer skills
- Bilingual
- Adaptability
- Basic knowledge in HTML, Cyber Security.
- Digital marketing (social media marketing) graphic and website design, Fb ads, blogging, social media management.
- Time Management
- Leadership
- Creativity
- Fast Learner
- Customer Service
- Highly responsible and reliable

Interests

- Basketball
- Blogging
- Historical Sites
- Adventure (voyage)
- Martial Arts
- Music

Languages

- English
- French