

Ebenezer Pinto

Phone: 0506366655

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EDUCATION:

- Keta Senior High Technical School
Date: 2014-2017
Qualification: WASCE
- University of Professional Studies, Accra
Date: 2018-2020
Qualification: Diploma

WORK EXPERIENCE

1. Clerk

Adonai Shipping Limited

Date: 2020-2021

- Managed and maintained accurate and up to date records and database
- Supported team members with administrative tasks such as document preparation, filing, and data entry

2. Salesperson

United Truck World Co.Ltd

Date: 2021-2022

- Provide exceptional customer service by promptly addressing inquiries and resolving issues

SKILLS

- Microsoft Excel
- Time Management
- Team work