



## Heather Abrafi Koranteng

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[utm\\_source=share&utm\\_campaign=share\\_via&utm\\_content=profile&utm\\_medium=android](https://www.linkedin.com/in/heather-abrafi-koranteng-26359b93?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android)

**Nationality**: Finnish, Ghanaian

### ABOUT ME

A motivated and dedicated personnel with an exceptional customer service and great work ethic. Proficient at quickly learning new procedures. I exhibit great intrapersonal skills, good communication and leadership skills. I love to learn.

### WORK EXPERIENCE

[ 22/11/2021 – Current ]

#### **Sales assistant**

##### ***Excess Baggage Airport Services (Helsinki Airport)***

**City**: Helsinki | **Country**: Finland

Operating Lost and Found Services in the Helsinki airport, X-ray service, Bag storage, Bag wrapping, DHL worldwide shipments, International and domestic shipment bookings, Customer services; in-person, emails and calls., After sales services.

[ 05/11/2012 – 03/09/2013 ]

#### **Administrative assistant**

##### ***Catamount Finance***

**City**: Accra | **Country**: Ghana

Daily administrative duties, Assistant to the finance manager in financial duties.

[ 12/12/2011 – 31/07/2012 ]

#### **Sales administrator**

##### ***Japan Motors Trading Company Limited - Nissan Ghana***

**City**: Accra | **Country**: Ghana

Daily administrative duties, updating sales, tender and debtors reports, monitoring timely payments, personal assistant to the general manager in the first month.

### EDUCATION AND TRAINING

[ 14/08/2014 – 11/05/2018 ]

#### **Bachelor of Business Administration in International Business**

***Vaasa University of Applied Sciences*** <https://www.vamk.fi/>

**City**: Vassa |

[ 01/09/2007 – 30/06/2010 ]

#### **HND ENTREPRENEURSHIP AND FINANCE**

***Kumasi Technical University*** <https://kstu.edu.gh/>

**City**: Kumasi | **Country**: Ghana |

### LANGUAGE SKILLS

**Mother tongue(s)**: English **Other language(s)**: Finnish