



**Francis Junior Mensah**

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**Location:** AJMAN,  
U.A.E

**Personal information:**

**Nationality** : Ghanaian  
**Marital Status** : Single  
**Sex** : Male  
**Visa status** : Tourist Visa  
**Date of Birth** : 16/05/1989  
**Age** : 33  
**Height** : 156(cm)  
**Weight** : 53 kg

**Passport Details:**

**Passport Number** : G3171879  
**Date of expiry** : 20/04/2031

**Languages spoken:**

English Language.

**CURRICULUM VITAE**

**FRANCIS JUNIOR MENSAH**

**POSITION APPLIED FOR:GENERAL HELPER**

**CAREER OBJECTIVES:**

Assisting with maintaining general cleanliness and sterility of laboratory space, common areas, equipment and supplies, replenish solutions and buffers. Following all rules and regulations pertaining so safety.

**Education:**

<u>INSTITUTIONS</u>	<u>YEAR</u>
University of Education	2016- 2020
BSc Business Administration(Accounting)	
Elite College (WASCE)	2010- 2013

**Experience:**

**General Helper ;**

**Love Enterprise LTD;** June 2017 -February **2022**

**Duties**

- Attending to client request.
- Making and receiving client calls.
- Liaising with other services as directed by the head.
- Preparing weekly and monthly reports.
- Assisting in resolving an administrative problems.
- Negotiating all contract with prospective clients
- Preparing weekly and monthly reports.

**General Helper**

- **Micro Mobile** in Ghana.-June 2014- January 2016

**Duties:**

- Safety pre caution sets up Dismantle clean up Take Inventory of equipment and supplies
- Documented daily equipment inspections and submitted daily inspection forms to the supervisor.
- Maintains and operates packing equipment in a safe manner
- Perform other works as assigned by line leader.
- Supply the work line with cases and bottles, kept factory clean by picking up empty boxes and emptying bad products.

**Skills and Competencies:**

Microsoft office programs.  
Excellent Communication  
Good inter personal skills  
Customer relation skills  
Managerial Skills  
Problem Solve Skills

**Basic Exposure:**

Good attendance and punctual at work

Positive Attitude towards work

Hard Working

Dedication to work

Versatile

**Declaration:**

I hereby declare that the above mentioned details are true and correct to the best of my knowledge and belief.

**FRANCIS JUNIOR  
MENSAH.**

