**BERLINDA MAAME ABABIO**

Abossey-okai, Accra | Email:berlindaababio12@gmail.com|Tel: 0547510630

**PERSONAL PROFILE**

I am a friendly and outgoing person, versatile and have the ability of working in a team and on my own. I am currently looking to progress my career in a more challenging role. I have excellent communication skills which has enabled me to build strong relationship with customers, colleagues and external stakeholders.

 **EDUCATION**

**UNIVERSITY OF CAPE COAST**

BA. Social Science (Sociology and Geography) **August,2017-October,2021**

**MFANTSIMAN GIRLS SENIOR HIGH SCHOOL January, 2015 – August, 2017**

**(**General Arts**)**

**WORK EXPERIENCE**

**NATIONAL SERVICE PERSONNEL November, 2021- August, 2022**

**MINISTRY OF LOCAL GOVERNMENT, DECENTRALIZATION AND RURAL DEVELOPMENT - POLICY PLANNING MONITORING AND EVALUATION DIRECTORATE**

**Responsibilities:**

* Assisted with the preparation of programs and activities for the Ministry.
* Assisted with the Budget Preparation
* Participated and prepared Monitoring and Evaluation Reports for Projects/Programs of the Ministry.
* Provided Support for the implementation of the Greater Accra Resilience and Integrated Development Project (GARID).
* Provided Support Service for the preparation of Quarterly Performance Reports for the Directorate.
* Assisted with the organization and performed protocol duties at the various Urban Development fora under the auspices of the Ministry.
* Performing any other duties assigned by my supervisor
* Drafted Minutes of Meeting of the Directorate
* Performed Record Management for the Directorate

**SKILLS**

* Microsoft Office Suite (Word. PowerPoint and Excel)
* Ability to work in a team
* Strong oral and written communication skills
* Excellent organizational skills
* Ability to quickly establish working relationship with clients
* Effective reporting capabilities
* Data collection, Analysis and Management

**REFERENCES**

Mr. Siisi- Essuman Ocran

Technical Advisor

Ministry of Railway Development, Accra

Email: seocran@hotmail.com

Mr. Isaac N. Biney

Chief Budget Analyst

Director, PPBME

Ministry of Energy, Accra

Email: isaacnbiney@yahoo.com

Mr. Eli Kuadey

Principal Development Planning Officer

Head of Monitoring and Evaluation

Ministry of Local Government, Decentralization and Rural Development, Accra

Email: eli.kuadey@mlgrd.gov.gh

Mrs. Nora Pappoe

Senior Planning Officer/GARID Technical Lead

Ministry of Local Government, Decentralization and Rural Development, Accra

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