

# ALIMA ABDUL-KARIMU



[alimakrm48@gmail.com](mailto:alimakrm48@gmail.com)

## PROFILE

A vibrant and hardworking person with qualifications and experience in communications, translation and voiceover assignments and office administration. Able to self-initiate and demonstrate high levels of motivation required to deliver high-quality assignments on time.

## SKILLS

Information Processing

Office Administration

Content Creation

Organisational Management

Public Relations

Written & Verbal Communication

Problem Solving

Interpersonal Relations

Microsoft Office Proficiency

## LANGUAGES

1. Tem Kotokoli- **Mother Tongue**
2. English- **Official Language**
3. Twi

## EDUCATION

Ghana Institute of Journalism, Accra (Ghana) **August 2016 -May 2018**  
Bachelor of Arts in Communication Studies with a Major in Journalism

Diploma in Communication Studies

Ghana Institute of Journalism, Accra (Ghana) **August 2012 -May 2014**

## WORK/ PROFESSIONAL EXPERIENCE

### **Senior Administrative Assistant**

**University of Environment and Sustainable Development (UESD), Somanya- Ghana *December 2020 - Present***

- I have successfully typed, edited, and proofread over fifty departmental documents for distribution within UESD.
- I have written minutes during eight departmental meetings and successfully compiled the information into formal documents.
- I have successfully monitored, created, and sent out over twenty emails on enquiries about the department.

### **Translator & Test Grader**

**Freelancer- *September 2019- Present***

- I have successfully translated confidential documents from English to Kotokoli for East African Language Solutions.
- I have successfully Proofread documents translated from English to Kotokoli for East African Language Solutions.

- I have successfully Graded recordings that have been translated from English to Kotokoli for East African Language Solutions.

### **Senior Administrative Assistant**

#### **Family Health University College, Accra-Ghana *June 2019 - November 2020***

- I successfully typed, edited and proofread over fifty documents for internal and external distribution.
- I wrote minutes at over ten departmental meetings and successfully compiled the information into formal documents.

### **Voiceover Artist**

#### **Freelancer- *May 2015 -Present***

- I provided successful voiceover services for LearnRite Video Lectures.

### **Administrative Assistant**

#### **Family Health University College, Accra-Ghana *October 2015 -June 2019***

- I successfully typed, edited, and proofread over one hundred documents for internal and external distribution.
- I successfully provided customer support services by answering questions and attending to issues that clients encountered.
- I successfully wrote over twenty stories for the institutional website and social media pages.
- I successfully sourced for information and designed two editions of the institutional newsletter.

### **Administrative Assistant (Public Affairs Department)**

#### **University of Ghana College of Health Sciences, Accra-Ghana *September 2014 -August 2015***

- I successfully typed, edited, and proofread over twenty documents for internal and external distribution.
- I wrote minutes at over five departmental meetings and successfully compiled the information into formal documents.
- I wrote four major stories for the institutional website.

### **Marketing Assistant (Intern)**

#### **Pravda Radio, Accra- Ghana *May -August 2013***

- I assisted in successfully marketing the advertising opportunities at the radio station to over ten businesses.
- I assisted in successfully writing and designing two promotional campaigns for the radio station.

## **TRAININGS, CONFERENCES AND SEMINARS**

- Training Programme on Time and Stress Management by the University of Environment and Sustainable Development- **June 2022**
- Training Programme on Work Ethics by the University of Environment and Sustainable Development- **June 2022**
- Training Programme on Leadership by the University of Environment and Sustainable Development- **May 2022**
- Africa Climate Week 2019 hosted at the Accra International Conference Center- **March 2019**