

## Steve Brafo Yeboah

### Profile

Steve is a highly talented hardworking and self-directed team player. Who is currently the office Assistant of CUTS Accra Centre. He is in charge of accounting and financial management, maintaining filing system and library maintenance.

### Experience and Skills

Steve had the opportunity to work with the Ministry of food and Agriculture, specifically the Statistics, Research & Information Directorate (SRID) Ghana from the period Jan, 2011-May, 2011. Where he was responsible for documenting major food commodity data into computer systems, responding to telephone calls from representatives in other parts of the Regions on prices of major food commodities.



**Position:** Office Assistant

**Email:** [accra@cuts.org](mailto:accra@cuts.org)

**Year of birth:** 1985

**Nationality:** Ghanaian

### Languages

- English (Fluent)
- Ga (Fluent)
- Akan (Mother tongue)

**Date of Joining:** August 23, 2013

### Qualification

Bachelor of Science in business Administration from the Central University College

### Areas of Interest

- Record Management
- Administration Management
- Accounting
- Strategic Management