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| 2019-11-20-11-36-42-427-1.jpg | | |  | Ehljijana  Zeka (July 23rd, 1993)  **Profile:** Bachelor of Laws; Work experience in a hotel;  Work experience in research; Working for gender equality,  Interesting in feminism |
| Experience Oct, 2019–Jan, 2020  Worker  **•**Preparing vegetarian and vegan breakfast buffets for guests; Checking reservations  in  the administration   portal  of  www.booking.com  and attending the reception desk of the hotel; Organizing room distribution for large groups; Support to the cleaning of the kitchen, the restaurant, guest rooms, and conference rooms; Support to rearranging rooms,  including  conference  rooms,  guest rooms, and Children’s room.  **• World House in Wetten (Germany) ; Vellarsweg 2, 47625 Kevelaer-Wetten Germany +49 (0) 28329763233**  Jul, 2019 –Sep, 2019  Online design  **•**Design a power point temple for presentation; research about Ghana  **•Address:** P. O. Box 552, E/R, Tamale, Location: First Yaamusah Building, Water Works Road, Gumbihini, Tamale Tel: +233-243-712077, Email: [info@puretrustghana.org](mailto:info@puretrustghana.org) OR [ptrust14@gmail.com](mailto:ptrust14@gmail.com) Website: www. puretrustghana.org Education Megatrend University Faculty of Law and Security, New Belgrade- Serbia   * Bachelor of Laws  Language: English  Croatian  Serbian  **Computer Skills**   * Windows * Computer Essentials * MS Word * MS Excel * MS Outlook * Online Essentials, * MS PowerPoint * Adobe Photoshop (basic). * I also have experience with completely installation all kind of Windows. After all, I am good also with: Email, Hardware, Installation, Internet, Tech Support   **Personal Skills**  Accurate, Adaptable, Alert, Ambitious, Amiable, Articulate, Assertive, Broad-minded, Businesslike, Calm, Capable, Careful, Confident, Conscientious, Cooperative, Dedicated, Dependable, Determined, Efficient, Energetic, Enterprising, Flexible, Hardworking, Honest, Independent, Motivated, Optimistic, Enjoy working / being with people, Practical, Productive, Realistic, Reliable, Resourceful, Responsible Versatile, Communicate, Analyze, Creativity, Order Goods/Supplies, Decision Making, Adapt to Situations, Learn Quickly, Helpful Organize, Motivate, Others Service Customers, Listen, Punctual, Loyal.   * References [Available upon request.] |
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