

# Tagbor Simon

Labadi - Accra.

Cell: 0545990467

[simontagbor360@gmail.com](mailto:simontagbor360@gmail.com)

[LinkedIn](#)

[GitHub](#)

## SUMMARY

I am a graduate of KNUST School of Business using my National Service experience at World Trade Center to sharpen my sales and customer service skills and benefit from exposure to international clients and their perspectives. My current role gives me access to high level tech entrepreneurs and information about the current tech and IT environment in Ghana & beyond. My goal is to combine my passion for design and building digital products with my customer service skills to provide seamless client & user experiences.

## EXPERIENCE

### World Trade Center Accra — Facilities Manager (National Service )

OCTOBER 2021—PRESENT

WTC Accra is a trade and investment company that facilitates local and international trade through a range of corporate and trade services. I currently;

- Manage sales and occupancy of 14 serviced offices in the Center
- Manage sales and subscriptions of corporate clients to WTCA's trade missions.
- Organize and plan trade missions to Europe, under supervision of the Executive Director
- Engage clients to meet their needs and ensure satisfaction to increase opportunities of repeat business.

### Decathlon Ghana— Cycling Sports Leader (Intern)

JUNE 2019 – SEPTEMBER 2019

- Part of the sales team that hit record sales target on Decathlon Ghana's mobile store
- Responsible for assisting and guiding customers in their cycling product selection.
- Responsible for customer after-sales support in the cycling section.

## EDUCATION

### KNUST School Of Business, Kumasi — BSc. Business Admin.

JUNE 2017 – AUGUST 2022

Relevant coursework in Entrepreneurship, Project Management, E-Business, Operations Management

### Ghana National College, Cape Coast— General Arts

MARCH 2015- SEP 2017

Relevant coursework in Economics, Elective Math.

## HARD SKILLS

- User Experience design
- Web development
- Sales

## PROGRAMMING LANGUAGES

Python, JavaScript, HTML5 and CSS

## VOLUNTEERING

Volunteered in the market outreach program organized by KNUST School of Business. Sensitized local traders on how to leverage current technology and best practices to boost their businesses.

## AWARDS & CERTIFICATES

Google IT Automation with Python Certificate.

## INTERESTS

I enjoy exploring, researching and exchanging about Tech and Entrepreneurship issues

I value maintaining my well-being through swimming and cycling.

