

Noble Nutifafa Amedeka

HUMAN RESOURCE OFFICER POSITION

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Profile

Detail-oriented and proactive Human Resource Professional with a strong background in administrative coordination, talent management, and organizational support. I bring practical experience from cross-functional roles in recruitment, employee engagement, and project supervision—paired with analytical skills gained through an HR Analytics with Excel certification. Passionate about fostering a positive workplace culture, driving employee performance, and leveraging data-driven HR strategies to support business growth in the hospitality and service industry.

Education

**Master of Business Administration (MBA)
, Human Resource Management** 2023 – 2025
University of Ghana Business School

**Bachelor of Science, Family and
Consumer Sciences** 2016 – 2020
University of Ghana

Employment

**Freelance Operations & Team Lead –
Photography Business** 2021 – Present
Accra, Ghana

- Manage end-to-end client engagements—from contracts and scheduling to project delivery—ensuring efficiency and timely results.
- Lead diverse project teams, delegating tasks and maintaining harmony across different workgroups.
- Handle budget tracking, client negotiations, and resource allocation to ensure profitable operations.
- Resolve unforeseen project challenges swiftly, demonstrating adaptability and sound judgment under pressure.
- Maintain accurate business records and client communications with professionalism.

Teaching Assistant (National Service) 2020 – 2021
Department of Family and Consumer Sciences, University of Ghana

- Assisted in academic and administrative duties, including grading, data analysis, and record management.
- Supported research projects, developed reports, and ensured

Personal details

LinkedIn
[linkedin.com/in/nnamedeka](https://www.linkedin.com/in/nnamedeka)

Skills

MS Office Suite (Word, Excel, PowerPoint)

Google Workspace

HR Analytics Tools

HR Dashboarding

Data Visualization

Payroll Systems

Analytical Thinker

Team-Oriented

Confidential & Ethical

Adaptable

Effective Communicator

Solution-Focused

Process-Driven

Languages

Ewe

Ga

Akan

English

data accuracy for departmental publications.

- Facilitated classroom management and learning sessions to enhance student engagement.

Courses

**Certificate in HR Analytics with Excel
(Online Professional Course)**

2025

Core Competencies

Core Competencies

End-to-End Recruitment & Onboarding, HR Data Analysis & Metrics Reporting, Employee Relations & Grievance Handling, Payroll & Benefits Administration, Performance Management & Appraisals, Learning & Development Coordination, Labour Law Compliance, HR Dashboard & KPI Monitoring (Excel), Employee Engagement & Retention Strategies

Achievements

Achievements

Successfully delivered over 100 freelance projects within budget and deadlines, with a 95% client satisfaction rate. Designed and implemented an internal project tracking system using Excel-based analytics, improving reporting accuracy. Recognized for demonstrating strong organizational and leadership skills during teaching and freelance roles.

Professional Attributes

Professional Attributes

Analytical Thinker | Team-Oriented | Confidential & Ethical | Adaptable
| Effective Communicator | Solution-Focused | Process-Driven