CURRICULUM VITAE

**Miss Gloria Yeboah Boateng**

Department of Human Resource and Organisational Development

KNUST School of Business

Kumasi, Ghana

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**Personal Statement**

I am a hardworking, dedicated and a focused administrative professional who excels effectively at prioritizing and completing multi-tasks to meet set targets. Having a proactive approach to work duties, open to constructive criticisms and ready to go the extra mile to achieve success.

**Academic Qualifications**

* Bachelor of Business Administration (Management)

University of Education Winneba, Kumasi – Campus, Ghana (2011-2013),

* Higher National Diploma (Secretaryship and Management Studies), (2003-2006)

Kumasi Polytechnic, Ghana

* Senior Secondary School Certificate Examination (1999-2001)

T. I. Ahmadiyya Secondary School, Kumasi, Ghana

* Basic Education Certificate Examination (1995-1998)

Grace Baptist Preparatory School

* Basic Education (Primary Level)

T. I. Ahmadiyya Preparatory School, Asoka - Kumasi, Ghana

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**Work Experience**

* Principal Administrative Assistant (2018 – Date)

Department of Human Resource and Organisational Development, KNUST School of Business, KNUST – Kumasi (Ghana)

* Senior Administrative Assistant (2015-2017)

Department of Human Resource and Organisational Development, KNUST KNUST School of Business, KNUST – Kumasi (Ghana)

* Senior Administrative Assistant (2013-2015)

Department of Computer Engineering, College of Engineering, KNUST – Kumasi (Ghana)

* Administrative Assistant (2008-2013)

Department of Computer Engineering, KNUST Department of Computer Engineering, College of Engineering, KNUST – Kumasi (Ghana)

 (Ghana)

* National Service Person (Administrative Assistant) (2006-2007)

Office of the Provost, College of Art and Social Sciences, KNUST – Kumasi (Ghana)

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**General Responsibilities (Managing the Department)**

**Highlights of Duties and Responsibilities**

* Maintaining the calendar and diary of the Head of Department
* Scheduling appointments for Head of Department and other lecturers
* Organising oral examination for postgraduate and undergraduate students in consultation with Head of Department
* Organizing Departmental meetings in consultation with Head of Department and taking detailed minutes
* Handling incoming/outgoing calls, correspondence and filing
* Supervising national service personnel in the Department
* Other duties assigned to me by the Head of Department
* Liaising between students and staff for effective teaching and learning
* Offering voluntary counselling services to students
* Making accommodation reservation for external examiners
* Receiving/despatching official correspondence and maintaining files
* Answering queries from staff, students and other visitors

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**Reference**

1. Prof. Kwame Osei Boateng

The Director

Institute of Distance Learning

KNUST, Kumasi

Private Mail Bag

U P O

Ghana

1. Mr. James Kennedy Turkson

Senior Lecturer

Department of Human Resource and

Organisational Development

KNUST School of Business

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1. Dr (Mrs.) Felicity Asiedu-Appiah

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