

# NAA DEDE AYENSU

Kumasi, Ghana

+233(024) 864-8535 | [ddayensu@gmail.com](mailto:ddayensu@gmail.com) | <https://www.linkedin.com/in/naa-dede-ayensu>

## PERSONAL SUMMARY

A detail-oriented administrative professional with over five years of experience supporting office operations within a structured institutional environment. Demonstrates strong capability in records management, documentation control, and coordination of administrative processes to ensure efficiency and compliance with organisational procedures.

## EDUCATION

January, 2024 – March 2026	<b>Master of Science - Management and Human Resource Strategy</b> Kwame Nkrumah University of Science and Technology (KNUST).
August, 2015 – May, 2019	<b>Bachelor of Arts - English</b> Kwame Nkrumah University of Science and Technology (KNUST)
October, 2011 – May, 2014	<b>West African Senior School Certificate – General Arts</b> St. Louis Senior High School, Ashanti Region

## WORK EXPERIENCE

April, 2023 – Present	<b>Contract Senior Administrative Assistant</b> Department of Food Science & Technology, KNUST <ul style="list-style-type: none"> <li>Oversee general administration of the office</li> <li>Maintain structured records and documentation.</li> <li>Facilitate internal coordination and communication across units in line with administrative and governance standards</li> </ul>
September, 2021 – April, 2023	<b>Laboratory Co-ordinator</b> Department of Food Science & Technology, KNUST <ul style="list-style-type: none"> <li>Issuing invoices and certificates of analysis for clients and maintained traceable records aligned with quality and regulatory requirements</li> <li>Coordinated procurement processes in accordance with institutional procedures and accountability standards</li> </ul>
September, 2019 – August, 2021	<b>Administrative Assistant (National Service)</b> Department of Food Science & Technology, KNUST

## VOLUNTEER SKILLS

2024 – July, 2026	<b>Administrative Assistant</b> , Africa Agrifood Knowledge Transfer Partnership Project – KNUST with funding from Innovate UK
April, 2023 – Present	<b>Secretary, Events and Short Course Committee</b> , Department of Food Science and Technology, KNUST
April, 2023 – Present	<b>Secretary, Welfare Committee for Staff</b> , Department of Food Science and Technology, KNUST
April, 2023 – Present	<b>Content writer, Web Content Management Committee</b> , Department of Food Science and Technology, KNUST

February, 2023

**Member of Documentation & Magazine Development Team**  
KNUST Food Festival Committee

May, 2023

**Organizing Team member** for KNUST Food Hygiene short course

## KEY QUALITIES AND SKILLS

- Minute writing and reporting
- Records management and documentation control
- Occupational Health and Safety Management
- Employee Records Management
- Workplace Safety Awareness and Risk Control
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Documentation and Audit Preparation
- Prompt Engineering for Generative AI
- Microsoft Office Suite (Word, Excel, PowerPoint)

## CERTIFICATION AND TRAINING

September, 2023

**Certificate in Gender Smart Leadership Short Course for Female Professionals, KNUST**

April, 2022 – June, 2022

**iPED Diploma in Mental Health**

Institute for Professional and Executive Development, UK

January, 2022 – March, 2022

**iPED Diploma in Electrical and Fire Safety**

Institute for Professional and Executive Development, UK

Sept, 2021 – Nov, 2021

**iPED Diploma in Hazards in the Workplace**

Institute for Professional and Executive Development, UK

June, 2021 – August, 2021

**iPED Diploma in Health and Safety Management**

Institute for Professional and Executive Development, UK

## HOBBIES AND INTEREST

Creating content on Basic Etiquettes for my social media handles

Reading books on Courtesy, Leadership and Family life

## REFERENCES

**Prof. Jacob K. Agbenorhevi**

Head of Department of Food Science and Technology, KNUST

[jkagbenorhevi.cos@knust.edu.gh](mailto:jkagbenorhevi.cos@knust.edu.gh)

+233(0)20-895-4223

**Mrs. Mavis Asare Dadzie**

Principal Administrative Assistant, Dean of Students Office - KNUST

[mavisasaredadzie@knust.edu.gh](mailto:mavisasaredadzie@knust.edu.gh)

+233(0)24-453-0742