

CURRICULUM VITAE

PERSONAL DETAILS

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Address: P. O. Box 8869, Ahinsan-Kumasi
Date of Birth: 22nd June, 1980
Home Town: Mampong Nsuta

CAREER OBJECTIVE

To obtain a challenging and rewarding role as an accountant and also to communicate the impact of current issues and developments in accounting to drive business growth and profitability.

1.(a) Institutions Attended with dates

- 2014-2016 Kwame Nkrumah University of science and Technology, Kumasi
- 2009-2011 Kwame Nkrumah University of science and Technology, Kumasi
- 2001-2003 Sunyani Polytechnic, Sunyani
- 1996-1998 Asanteman Secondary School,Kumasi

1.(b) Academic Degrees Earned with Dates

2016 Master of Business Administration (Accounting)
2011 Bachelor of Science in Business Administration (Accounting)
2003 Higher National Diploma in Accounting
1998 Senior Secondary School Examinations Certificate

Professional Qualification and Membership/ Association

2021 Member, Institute of Chartered Accountants, Ghana (ICAG)
2022 Ghana Association of University Administrators (GAUA)

2.0 ADMINISTRATIVE / PROFESSIONAL EXPERIENCE:

2.1 University Administrative / Professional Positions Held Queen Elizabeth II Hall – KNUST

Position: Assistant Accountant,

Duration: January 2022 to Date.

Duties:

- Responsible for treasury management- Receipt and payments, proper custody and accounting for all revenue.
- Responsible for investment decisions of the Hall.
- Preparation of monthly Bank Reconciliation Statements of the Hall.
- Preparation of casual workers' payroll.
- Responsible for all financial and administrative advice to the Hall Council and Management.
- A Returning Officer for Hall elections.
- Preparation of monthly expenditure returns of the Hall.
- Preparation of quarterly financial statements.
- Preparation of yearly Financial Statements.
- Preparation of annual budget of the Hall.
- Preparation of mid-year budget and budget variance analysis report to the Budget office.
- Responsible for procurement matters in the Hall.
- Supervision of other staff including artisans, security, gardeners and Hall assistants in the Hall.
- Ensure proper records and update of all assets in the asset register.
- Attending periodic meetings of the Finance Office.
- Checking all journals passed into the Ledgers to ensure that the ledgers are free from material errors.
- Liaise with the University's Internal Auditors in the course of their yearly and quarterly audit report preparation for the Hall.
- Assisting with the room allocation to resident students at the Hall.
- Supervising of general cleaning activities in the hall.
- Registering and booking of room spaces for campers during vacations
- Preparation and updating of student's ledgers for Residential Facility User Fee

Queen Elizabeth II Hall – KNUST

Position: Chief Accounting Assistant

Durations: September, 2021 – December, 2021

Duties:

- Assist in the preparation of Hall Budget
- Assist in the preparation of Financial Statements
- Assist in the preparation of casual worker's payroll
- Assist in the preparation and updating of student's ledgers for RFUF reconciliation
- Issuing of receipts
- Preparation of payment vouchers
- Daily collection and lodging of revenue at the bank.
- Review and verify invoices and payment requests;
- Reconcile accounts payable transactions

Faculty of Agriculture, KNUST

Position: Principal Accounting Assistant,

Duration: August 2018 to August 2021

Duties:

- Preparation of Financial Statement
- Supervision of daily revenue lodgement to bank
- Assigning responsibilities to accounting assistants at the department
- Preparation of payroll for casual workers
- Preparation of Project Accounts
- Attending department meetings

Faculty of Law, KNUST

Position: Principal Accounting Assistant,

Duration: August 2015 to July 2018

Duties:

- Preparation of bank reconciliation statement
- Attending department meetings
- Preparation of payroll for casual workers
- Preparation of transfer letters for local and foreign payment

- Preparation of Financial Statements
- Updating of student's ledger for Academic Facility User Fee payments

KNUST School of Business, KNUST

Position: Senior Accounting Assistant,

Duration: February 2014 to July 2015

Duties:

- Processing of imprest, payment and journal vouchers
- Preparation of transfer letters for local and foreign payment
- Preparation and updating of equipment register
- Daily collection and lodging of revenue at the bank.
- Updating of student's ledgers for AFUF

Faculty of Agriculture, KNUST

Position: Senior Accounting Assistant,

Duration: September 2013 to January 2014

Duties:

- Daily collection and lodging of revenue at the bank.
- Preparation of cashbook
- Preparation of payment vouchers
- Updating of student's ledgers for AFUF.

Payables Section -Finance Office, KNUST

Position: Accounting Assistant,

Duration: December, 2005 to August,2013

Duties:

- Preparation and updating staff rent advance register
- Preparation of payment voucher (local and foreign)
- Preparation of production units' accounts
- Updating of special advance register and ledger

KNUST Hospital

Position: National Service Personnel,

Duration November, 2003 to August,2004

Duties:

- Preparation of cashbook
- Preparation of payment voucher
- Disbursement of both staff and students drug refund
- Daily recording of staff and student's receipts for drugs

2.2 Previous positions held with dates

Mensbon Group of Companies.

Position: Industrial Attachment (as an intern)

Duration: September, 2002

Duties:

- Preparation of payment vouchers
- Issuing of invoices
- Stock taking
- Daily collection of revenue.

Osei Tutu International School, Gyinyase, Kumasi

Position: Class Teacher

Duration: January 2000 to July 2021

Duties:

- All subjects for primary one

National Best News Stand, Kumasi

Position: Sales Representative

Duration: September 1998 to December 1999

Duties:

- Daily banking of revenue
- Daily selling and issuing of invoices to customers
- Preparation of bank reconciliation statement

3.0 CONFERENCES/SEMINARS/WORKSHOPS ATTENDED

The following are seminars, workshops and relevant career-enhancing programs I have attended:

- Participant, 2024 Accountants Conference on the theme: Building a strong Resilient, Adaptable and Sustainable Accountancy Profession from 25th May to 31st May, 2024 organized by Institute of Chartered Accountants, Ghana (ICAG) Koforidua-E/R.
- Participant, WiSTEM_{Gh}– Mastercard Mentoring Program “Workshop on Becoming an effective mentor and personal grooming: from 6th to 7th December 2023 Organized by Master Card Foundation KNUST Lancaster, Kumasi.
- Participant, UITS Vacation Boot Camp Short Course on Systems and Networking- November, 2023 organized by University Information Technology Services KNUST, Kumasi.
- Finance Office Coordinator, 10TH KNUST SUMMER SCHOOL LOCAL SUB-COMMITTEES on the theme; Academia-Industry Partnership for National Development; from 2nd to 4th October, 2023 organized by the Quality Assurance and Planning Unit (Vice Chancellor’s Office) at KNUST, Kumasi.
- Participant, Committee of Hall Administrators (CoHA) Retreat on Creating a Nurturing and Inspiring Living Environment for Students from 13th to 16th September, 2023 at Moore Cape Coast.
- Participant, Executive Leadership Development Course, Knust -May, 2023 organized by KNUST E-Learning Centre ((Vice Chancellor’s Office) at KNUST, Kumasi.
- Participant, Gender Smart Leadership Short Course for Female Professionals (Leading with Confidence Module) – September 2023 organized by KNUST E-Learning Centre (Vice Chancellors office) at KNUST, Kumasi.
- Member, Metropolitan, Municipal and District Assemblies (MMDA) Audit Committee Members workshop on status of implementation of key issues in both Internal and External audit reports for 2021 financial year’ from 22nd to 24th November, 2022 organized by Eastern Regional Co-ordinating Council at Larteh-Akuapim-E/R

- Participant, Workshop on Financial Management for KNUST by BSU-KNUST, June 2022 organised by Office of Grants and Research (OGR), KNUST-Kumasi.
- Participant, Workshop on Critical Role of the University Administrator/ Professional in University Governance & others by Ghana Association of University Administrators (GAUA), March 2022 KNUST-Kumasi
- Participant, 9TH KNUST SUMMER SCHOOL on the theme; SDGs and Universities: Actions towards KNUST's Mandate at 70 and Beyond' from 31st July to 2nd August, 2021 organized by the Quality Assurance and Planning Unit (Vice Chancellor's Office at KNUST-Kumasi.
- Participant, 2021 Accountants Conference on the theme: Business Continuity and Sustainable Development :The Role of Technology from 22nd to 28th May 2021 organized by Institute of Chartered Accountants, Ghana (ICAG) at Calvary Charismatic Centre (CCC)-Kumasi.
- Participant, Training seminar on first time adoption of International Public Sector Accounting Standards (IPSAS) at KNUST from 14TH to 25TH September 2020 organized by Price Waterhouse Coopers International Limited (PwC) at KNUST, Kumasi.
- Participant, 8th KNUST SUMMER SCHOOL on the theme; Improving Quality of Higher Education Through Effective Measurement and Evaluation" from 20th to 24th August 2018 organized by Quality Assurance and Planning Unit (Vice Chancellor's Office) at KNUST-Kumasi
- Participant, 7th KNUST SUMMER SCHOOL on the theme; Technology, Manpower, Training and Development; on August 23 2017 organized by Quality Assurance and Planning Unit (Vice Chancellor's Office) at KNUST-Kumasi.
- Participant, 5th KNUST SUMMER SCHOOL on the theme; Sustainable Development of Tertiary Institutions In Ghana amidst Economic and Security Challenges from 18th to 19th August 2015 organized by Quality Assurance and Planning Unit (Vice Chancellor's Office) at KNUST- Kumasi

4.0 WRITTEN MEMORANDA AND REPORTS

- **Agalega. M. O.** and Kwarteng. C. Y (2022) memorandum submitted to Hall Master, Queen Elizabeth II Hall on “Restructuring of Procurement Process at Queen Elizabeth II Hall”.
- Antwi.S., Aning-Kyeremeh. A., **Agalega. M. O.** (2023) memorandum submitted to the Coordinating Dean, Obuasi Campus on “review of Procurement and Payment Procedure at Obuasi Campus”
- Henaku. A. M, Gambrah J., **Agalega. M. O.**, Awoogo. S. M. (2022) memorandum to the Provost, CANR on “the exemption from Withholding Tax on Income/ Funds to KNUST”.
- Kwarteng C. Y, **Agalega. M. O.**, Awoogo. S. M, (2022) memorandum submitted to the Finance Officer on “the need for the creation of Junior Common Room (JCR) Accounts in Panacea Project Software”
- Kwarteng. C. Y, **Agalega. M. O.**, Nti. N. E, Afriyie. O. G (2023) memorandum to the Finance Officer on “defining Bills of New Programmes in Students Information Systems”
- Adu-Poku E, Kwarteng C. Y. and **Agalega M.O.** (2022). Memorandum Submitted to the Dean, Faculty of Arts “Preventing Financial Loss in Relation to Resignation of Contract Staff”.
- Report on the harmonization of Market Rent Charges at the Hall of Residence
- Report on the justification for increase in Residential Facility User Fee (RFUF)

REFEREES

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