

CURRICULUM VITAE

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PROFILE/OBJECTIVE

A self-determined, result-oriented and dynamic person who uses initiative to develop effective solutions to pressing issues. Selfless service, utmost dedication and above all hard work are my hallmarks. I am looking for new opportunities and roles in administration to utilize my God's given talent to advance the vision of the organization.

KEY SKILLS & COMPETENCIES

Office Procedures	Record keeping, Inventory, Filing and Correspondence.
Project Planning and Management	Assessment of organizational policies, programmes and projects; Design of local development plans.
Monitoring and Evaluation	Knowledge in monitoring and evaluation of projects, programmes and policies. Skilled in writing monitoring and evaluation reports on programmes and projects.
Information Technology Skills	Very good command of Microsoft Office, including Excel, Word, PowerPoint and Internet.
Communication and Presentation	Ability to communicate ideas clearly and concisely, orally, and in writing. Analytical mind and problem solving skills. Leadership and entrepreneurial skills.
Language	Excellent in speaking, reading, understanding and writing English.

EDUCATION AND QUALIFICATIONS

August 2018 – February 2021

Kwame Nkrumah University of Science and Technology; KNUST, Kumasi

- **MPhil Planning (Second Degree)**

August 2008 – June 2012

Kwame Nkrumah University of Science and Technology; KNUST, Kumasi

- **BSc. Development Planning (First Degree)**

2001 – 2004

St. Louis Senior High School (SSCE Certificate)

1999 – 2001

Kwame Nkrumah University of Science and Technology Junior High School
Basic Education Certificate Examination (BECE)

WORK EXPERIENCE

January, 2022 - Date	Faculty of Mechanical and Chemical Engineering, (CoE) - KNUST Senior Administrative Assistant
August, 2018 – December, 2022	Queen Elizabeth II Hall – KNUST (Contract Hall Assistant) <ol style="list-style-type: none">1. Providing support to the Hall Administration in its day to day management.2. Preparing registers for students to sign when coming in or out of residence at the beginning and the end of the semester.3. Maintaining records of students and incidents like theft, fire outbreak and brawl among students in an incidence book for the information of the Hall Master and the Hall Tutor.4. Reporting incidents of damage to Hall equipment to the respective artisans for repairs.5. Ensuring that no Hall property is taken out of the Hall without authority, checking of persons entering the Hall, issuing of keys to students and controlling of all door keys6. Giving first aid to students and rushing those with serious cases to the hospital.7. Directing visitors to students, the facility and exhibiting good customer care.8. To supervise conservancy labourers in the Hall where applicable.
September, 2017– August, 2018	Centre for Settlements Studies – KNUST (Voluntary Research Assistant) <ol style="list-style-type: none">1. Report writing and record keeping.2. Researching on settlement and developmental issues.3. Providing general administrative duties.4. Going on field trip to collect data.
November, 2016 — September, 2017	Dental School – KNUST (Personal Assistant) <ol style="list-style-type: none">1. Provide administrative duties.2. Researching on health issues.
January, 2014 – November, 2014	Tril Water Company (Manageress) <ol style="list-style-type: none">1. Management of staff data, filing of receipts.2. Outlined marketing strategies to promote the image of the company.3. Record daily sales in a ledger book.4. Monitoring and recovering credits from customers.

WORK EXPERIENCE

**September
2012 –
September
2013**

**Institute of Distance Learning (IDL) – KNUST
(National Service Person)**

1. Undertaking general administrative duties including record keeping, filing and receiving letters.
2. Preparation of course inventory sheet to ease distribution of books to students and facilitators, as well as shelving and management of stored books.
3. Assist in coordinating weekend programmes, such as management of logistics and distribution, to facilitate learning.

**May 2011 –
July 2011**

**Centre for Settlements Studies – KNUST
(Research Assistant - Intern)**

1. Providing administrative duties.
2. Researching on developmental issues.

**May 2010 –
July 2010**

**Bureau of Integrated Rural Development (BIRD) –
KNUST (Research Assistant - Intern)**

1. Assist in the coordination of project activities.
2. Going on field trip to collect data.
3. Researching on developmental issues pertinent to **BIRD**.
4. Providing administrative duties.

REFEREES:

Name Professor Romanus D. Dinye
Position Professor, Centre for Settlements Studies, KNUST
Address University Post Office, PMB, Kumasi Ghana
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Name Professor Philip Antwi-Agyei
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Name Dr. Ronald Adamtey
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