**C U R R I C U L U M V I T A E**

ADELINE ANGKOSAALA

(MPhil and BSc. Business Administration – HRM Option)

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1. **PERSONAL PROFILE**

My twelve-year experience working with this noble and reputable Institution, KNUST, has broadened my knowledge and scope of work in the educational setting. I am a dependable young woman, calm, confident and trustworthy. I am well-organised and results oriented. I am full of initiative and can plan my workload efficiently and effectively; and I can comfortably work alone or as a part of a team. Above all, I have high sense of responsibility and commitment to duty. I have the desire to join the academic staff of this institution of higher learning which will utilize my research and analytical skills to the fullest.

1. **KEY SKILLS**

* Self-starter and problem solver
* Good human relations
* work with little or no supervision
* Goal oriented
* Ability to work with minimal supervision
* Good communication skills
* Can cope under pressure
* Fast pace of learning

1. **ACADEMIC/QUALIFICATIONS**

Ongoing PhD in Organisational Leadership at KNUST, Kumasi, Ghana

2016 – 2018 MPhil in Business Administration (HRM Option), Kwame Nkrumah University of Science & Technology, Kumasi

2011 – 2014 BSc. Business Administration (HRM Option), Kwame Nkrumah University of Science & Technology, Kumasi, Ghana

2002 – 2004 Higher National Diploma (HND) in Secretaryship & Mgt. Studies, Kumasi Polytechnic, Ghana

1996 – 1998 Senior Secondary School Certificate (S.S.S.C.), St. Francis Girls Secondary School, Jirapa, Upper West Region, Ghana

1. **WORK EXPERIENCE**

**DATE INSTITUION/DEPARTMENT JOB TITLE**

Sept. 2013 – Date KNUST School of Business Principal/Senior

Kumasi, Ghana Administrative Assistant

Aug. 2010 – Aug. 2013 Human Resource Dev’t. Administrative/Senior

Division (Registrar’s Offices) Administrative Assistant

Aug. 2006 – Aug. 2010 Sports & Exercise Sciences (FAHS) Administrative Assistant

Jan. 2005 – Aug. 2005 Social Studies (KNUST) National Service Person

Jul. 2003 – Sept. 2003 Suntreso Government Secretary (3-month practical

Hospital, Kumasi Office Training – Attachment)

Jan. 2000 – Jan. 2002 Bamboi L/A Primary School Pupil Teacher

Northern Region

1. **SERVICE TO THE UNIVERSITY/COMMUNITY**

July 2018 Secretary, Committee to work on petition for the ratification of error in Quantitative Analysis (ISD 551) Examination Grade in the KNUST Graduate School Database

2017 Co-Opted Secretary, Committee to review Management of Guest Houses on Campus for possible operation under Public/Private Partnership (PPP)

Feb. 2016 Secretary, Committee to investigate alleged assault and battery of Mr. Kingsley Yarbo, a Security Staff at the School of Business

2015/2016 Secretary, KNUST School of Business Staff Welfare Scheme

May. 2015 Secretary, Constitution Review Committee

March. 2014 Secretary, Committee on Performance Appraisal

Oct. 2013 Secretary, Committee to develop a strategic Plan for the KNUST School of Business

1. **AWARD(S)/OTHER SERVICES**

2017 – 2018 College Representative for the College of Humanities and Social Sciences for 2017 GRASAG, KNUST, Ghana

2017 – 2018 Class Representative, MBA/MPHIL Business Administration (HRM Option), KNUST, Ghana

2015 Most Dedicated and Hardworking Staff, KNUST School of Business 10th Anniversary Celebration

2013 – 2014 Class Representative, BSc. Business Administration (HRM Option Class), KNUST

2012 – 2014 Assistant Class Representative, BSc. Business Administration (Combined Class), KNUST, Ghana

1. **Social Interest**

* Sharing ideas
* Making new Friends
* Indoor and Athletic Games
* Reading
* Travelling
* Listening to music

1. **REFEREES**

Prof. Nathaniel Boso

Dean, School of Business

KNUST

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