**CURRICULUM VITAE**

**KINGSLEY KUSI**

***PROFESSIONAL SUMMARY****: EFFICIENT ADMINISTRATIVE TEAM MEMBER WITH STRONG HISTORY OF PROVIDING TOP-NOTCH CLERICAL SUPPORT AND OPERATIONAL ASSISTANCE TO SUPPORT STAFF. SELF MOTIVATED WORKER WITH DECISIVE NATURE NECESSARY TO MANAGE INDEPENTDENT WORK.*

**EMAIL:** **kingkana281@gmail.com** **TEL.: 0551506623/0200704281**

**ADDRESS: FACULTY OF ELECTRICAL AND COMPUTER ENGINEERING**

**KSMD-KNUST, KUMASI, GHANA**

EDUCATION

KUMASI HIGH SCHOOL - 1998-2000

KNUST - 2002-2007

KNUST - 2013-2016

**DEGREES / CERTIFICATES**

MSC DEVELOPMENT MANAGEMENT (KNUST) 2013-2016

BSC NATURAL RESOURSE MANAGEMENT (KNUST) 2002-2007

WORK EXPERIENCE/INSTITUTION

 1 JUNIOR ASSISTANT REGISTRAR – KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY

1. **ADMINISTRATIVE ASSISTANT (PRINCIPAL) 2009 to 2021 - KWAME NRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**Tasks**

* Provides logistical support to programmes, meetings and events including travel reservations for senior members, meeting agenda preparation and calendar maintenance
* Coordinated itinerary and scheduled appointments with accuracy
1. **VOLUNTARY SERVICE (TEACHER) 2008-2009 – NATIONAL SERVICE SECRETARIAT (SEKYERE EAST DISTRICT)**

Tasks

* Established productive rapport with parents, encouraging parents to boost students achievement
* Planned lessons according to national standards to cover all requirements and prepare for standardized tests
* Completed and filled all necessary paperwork for classroom activities including meal count sheets and attendance logs
1. **DIRECT SALES EXECUTIVE 2007-2008 – BARCLAYS BANK GHANA**

Tasks

* Develops new business prospects in specific geographic areas through cold calls.
* Interacts with existing customers to increase sales of the bank's products and services.
1. **SALES PERSONNEL (KNUST BOOKSHOP) 2006-2007 – NATIONAL SERVICE SACRETARIAT**

**WORKSHOP/CONFERENCES**

1. Participated in the 2nd KNUST Summer School Workshop for Senior Staff on the theme: **Raising the Standards for the 21st Century University Education on 21st August 2012**
2. Participated in the 5th Summer School for senior staff on the theme: **Sustainable Development of the Tertiary Institutions in Ghana amidst Economic and Security Challenges.** 18th -19th August 2015
3. Participated in the 6th Summer School for Senior Staff on the theme: **Strengthening the Linkage Amongst Academia, Industry and Government – 15th-18th August 2016**
4. Participated in the 9th Summer School for Senior staff on the theme**: SDGs and Universities: Actions towards KNUST’s Mandate at 70 and Beyond.** 31st August to 3rd September 2021

**SKILLS**

* Good verbal communication
* Effective time management
* Attention to detail
* Problem solving
* Well updated with technology

**REFEREESS**

1. Dr Frank Ankobea-Kokroe

Department of Obstetrics and Gynaecology

KSMD-KNUST

Email: fankobea@yahoo.com

1. Dr. Henry Kofi Mensah

Department of Human Resource and Organizational Development

KNUST School Business

Email: henbil25@yahoo.com

1. Dr. Thomas Okpoti Konney

Department of Obstetrics and Gynaecology

KSMD-KNUST

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