

CURRICULUM VITAE

MICHAEL OWUSU

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PERSONAL DETAILS

Date of Birth: October 25th, 1985

Hometown: Nsuta (Ashanti Region)

Religion: Christian

Marital Status: Single

Hobbies: Reading and Listening to music

Language spoken: English and Twi

EDUCATIONAL BACKGROUND

2012 –2015

University of Cape Coast

Qualification Bachelor of Management Studies

Courses Production and Operation Management, Sales Management, Human Resource Management, Law and Proceeding of Meeting, Industrial and Organizational Psychology, Industrial Relations, Strategic Management, Investment Management, Financial Management and Company Law, Management Information Systems I & II etc.

2006– 2009

Kumasi Polytechnic

Qualification Higher National Diploma (HND) in Secretaryship and Management Studies

Courses: Typing, Secretarial English, Organizational Behavior, Corporate and Civil Law, Office Management, Business Finance, Strategic Management, Management Information system, Human Resource Management, Human Resource Development, Computer Application and Cost/Financial Accounting.

2002– 2005

Kings College, Kumasi

Qualification Senior High School Certificate

Subjects: Economics, Government, Literature in English, Twi, Mathematics, English language.

EMPLOYMENT

April. 2016 to Date **DEPARTMENT OF PHARMACOLOGY, KWAME NKRUMAH
UNIVERSITY OF SCIENCE AND TECHNOLOGY (KNUST)
(ADMINISTRATIVE ASSISTANT/SECRETARY) (Transfer)**

- Typing of letters, Memos, Reports and Minutes
- Attending to visitors and students
- Making and answering of telephone calls
- Receiving, dispatching and filing of letters
- Ensuring good record keeping
- Managing Office imprest (Petty Cash)

February. 2012 – April. 2016 **FACULTY OF LAW, KWAME NKRUMAH
UNIVERSITY OF SCIENCE AND TECHNOLOGY (KNUST)
(ADMINISTRATIVE ASSISTANT/SECRETARY)**

- Managing the Dean's Diary
- Processing Students transcript, Introductory Letters, Reference Letters etc
- Typing of letters, Memos, Reports and Minutes
- Attending to visitors and students
- Making and answering of telephone calls
- Receiving, dispatching and filing of letters
- Ensuring good record keeping
- Managing Office imprest (Petty Cash)
- Supporting the administrative work of Ghana Institute of Advance Legal Studies (GIALS)

Dec. 2010 – Sept. 2011 **MINIPLAST COMPANY LTD, ACCRA (SPINTEX ROAD)
(SECRETARY)**

- In-charge of main Administration
- Typing of letters and reports
- Acting in capacity as the Manager in the absence of the manager.
- Supervising Subordinates in the discharge of their duties.
- Ensuring good record keeping
- Balancing daily transactions.
- Receiving clients and attending to their enquiries.

Oct. 2009 – Nov.2010 **KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY
FACULTY OF SOCIAL SCIENCES (National Service)**

- Typing of letters, Memos, Reports and Minutes
- Attending to visitors and students
- Making and answering of telephone calls

- Receiving, dispatching and filing of letters
- Ensuring good record keeping

Achievement

I was able to improve their filing system by reorganizing their filing arrangement and implemented a new filling system.

SKILLS

- A committed, proactive and energetic team player
- Excellent verbal and written English communication skills.
- Strong organizational and interpersonal skills.
- Ability to work independently and responsibly.
- Proficient in Microsoft Office suite (MS Word, Access, Excel, PowerPoint)
- Type with speed and accuracy.
- Good in Telephone Reception.

CAREER OBJECTIVES

Work to serve humanity.

REFEREES:

Prof. Dr. David Darko Obiri
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Mrs. Gladys Addai
Assistant Registrar
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