**OSEI-TUTU OPPONG** *(MBA, BSc)*

**Date of Birth:** 15th January, 1992

**Address:** c/o Human Resources Development Division, Registrar’s Offices, KNUST

**Mobile:** +233 246 950 709 // +233 205 813 364

**Email:** oseitutu10@gmail.com / otoppong.reg@knust.edu.gh

**Languages Spoken:** English and Asante Twi

**Hometown:** Dominase, Bekwai Ashanti

**Profile**

A budding data administrator with good knowledge in information and communication technology, strategic planning and good leadership skills. I am highly adaptable, with the ability to catch up work within a fast-paced environment, quick to learn and have a natural flair for teamwork.

**Skills**

* High commitment and delivering on firms’ goals and mission
* Ability to combine work and social life under intense work pressure
* Very good interpersonal, communication and administrative skills
* Ability to work with people from diverse backgrounds
* Very detailed oriented

**Educational Background**

*2016-2018* **MBA Strategic Management and Consulting**, Kwame Nkrumah University of Science and Technology (KNUST). *Relevant course modules:* International Business Management, Corporate Development, Competitive Analysis, Strategic Management and Policy, Managerial Economics, Organisational Behaviour, Entrepreneurship and Small Business Management and Marketing Management

*2010-2014* **BSc Natural Resources Management,** Kwame Nkrumah University of Science and Technology (KNUST)

*2009-2010* **Certificate in Microsoft Office**, Kessben Computer Training School, Kumasi

*2006-2009* **WASSCE**. S.D.A. Senior High School, Bekwai-Ashanti

**Work Experience**

Jan 2022 to date: Principal Administrative Assistant, Human Resources Division, Registrar’s Offices, KNUST

Schedule of Duties

* In charge of and responsible for maintaining staff database
* Oversee online portals of the Division; staff application, retirement clearance, etc.
* Preparing monthly reports on staff strength to management
* Attend to requests by external bodies including NCTE and NAB on requested information on staff strength
* Attend meeting and write minutes
* Provide general administrative support to the Deputy Registrar and other staff in the Division

Dec 2016 – Dec 2021: *Senior Administrative Assistant, Human Resources Division, Registrar’s Offices, KNUST*

Schedule of Duties

* In charge of and responsible for maintaining staff database
* Oversee online portals of the Division; staff application, retirement clearance, etc.
* Preparing monthly reports on staff strength to management
* Attend to requests by external bodies including NCTE and NAB on requested information on staff strength
* Attend meeting and write minutes
* Provide general administrative support to the Deputy Registrar and other staff in the Division

Aug 2015 – Nov 2016 *Senior* *Administrative Assistant (On Contract), Institute of Distance Learning, KNUST*

Schedule of Duties

* + - * + Served as Secretary to the Institute Registrar
				+ Drafting memos and letters
				+ Receiving and distribution of letters and other communiqué
				+ Receiving and attending to visitors to the Registrar’s Office

Aug 2014 – Jul 2015 *National Service Personnel, Academic Programs and E-learning Unit, Centre for E-learning Technologies, Institute of Distance Learning, KNUST*

Schedule of Duties:

* Setting up and recording live and offline lectures, editing and uploading of resources for distance learning students.
* Setting up teleconferencing and e-defense for students and training them in basic ICT.
* Assisted in the setting-up of the KNUST IDL ultra-modern conference centre and new studios
* Assisting students on the PAN African e-Network Project with their admissions and other auxiliary student management services such as orientation and portal registration.
* Assisting in the management of examinations, downloading and uploading of resources such as lecture notes and videos for the PAN African e-Network Project students.
* Assisting students in the use of virtual classroom portal via email, phone and personal contact and scheduling of students’ timetable.

**Workshops/Training Programmes attended**

*Sept 2021* **9th KNUST Summer School (Theme: SDGs and Universities: Actions Towards KNUST’s Mandate at 70 and Beyond),** organized by Quality Assurance and Planning Unit, KNUST

*Feb 2019* **Human Resource Analytics for Strategic Business Decision Making,** organized by PricewaterhouseCoopers (PwC) Business School, Accra, Ghana

*Apr 2018* **Training Workshop for Finance and Data Officers,** organized by National Council for Tertiary Education (NCTE), Accra, Ghana

*Aug 2018* **8th KNUST Summer School (Theme: Improving Quality of Higher Education through Effective Measurement and Evaluation),** organized by Quality Assurance and Planning Unit, KNUST

**Committees Served on**

*Dec 2021 to date* **Member**, Committee to Compile Basic Statistics Document, KNUST

*Jan 2021* **Member**, Committee on KNUST’s participation in Times University World Rankings

*Jul 2020* **Member**, Committee to Compile Basic Statistics Document for 2020 Congregation, KNUST

*Jun 2020* **Secretary**, Search Committee for appointment of Vice Principal for Wesley College of Education, Kumasi

*Jun 2020* **Secretary**, Search Committee for appointment of Finance Officer for Wesley College of Education, Kumasi

*Mar 2020 to date* **Content Manager**, Registrar’s Offices Website Manager Team

*Oct 2019* **Recorder**, Committee to Evaluate the performance of the Pro Vice-Chancellor of the University of Energy and Natural Resources (UENR), Sunyani

*Jul 2019* **Member**, Sub-Committee to Coordinate Senior Members (Teaching and Non-Teaching) Audit by NCTE

*Jul 2019* **Member**, Committee to Compile Basic Statistics Document for 2019 Congregation, KNUST

*Mar 2019* **Secretary**, Search Committee for Appointment of Registrar for Cape Coast Technical University, Cape Coast

*Jul 2018* **Member**, Committee to Compile Basic Statistics Document for 2018 Congregation, KNUST

*Aug 2017* **Secretary,** Committee for Digitization of Registrar’s Offices, KNUST

**Referees**

* Ms. Lucy Diawuo

Deputy Registrar

Student Affairs Division

Registrar’s Offices

KNUST-Kumasi

Tel: +233 208 160 249

* Mr. Benjamin O. Andoh

Coordinating Registrar

KNUST Obuasi Campus

KNUST

Tel: +233 204 488 883