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# CURRICULUM VITAE

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## EMMANUEL BOAKYE ASANTE

### PERSONAL INFORMATION

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**Date of Birth:** 8<sup>TH</sup> October 1989

**Place of Birth:** Dunkwa-On-Offin

**Hometown:** Winneba

**Region:** Central Region

**Marital Status:** Married

**Gender:** Male

**Email:** jiga677@yahoo.com

**Contact Address:**

C/o Dr. Edward Nketia-Asante,  
Procurement Office, KNUST, Kumasi

**Contact Numbers**

Cell (+233 246 677 029)

### EDUCATIONAL BACKGROUND

LEVEL	INSTITUTION	DATE
<b>Post Graduate</b>	Kwame Nkrumah University of Science and Technology (KNUST)	2016-2019
	<b>(COMMONWEALTH EXECUTIVE MASTER OF PUBLIC ADMINISTRATION- CEMPA)</b>	
<b>Undergraduate</b>	University of Ghana, Legon	2008-2012
	<b>(B.A HISTORY AND LINGUISTICS)</b>	
<b>Secondary</b>	Koforidua Secondary Technical Senior High School	2004-2007
	<b>(WASSCE)</b>	

### PERSONAL PROFILE

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I am an energetic person, a fast learner with highly developed analytic skills; achievement oriented and good at promoting team work and negotiations. I wish to be employed in a challenging and interesting organization where I will put knowledge and skills to good use while developing my talent for the benefit of the organization.

## PERSONAL QUALITIES/ABILITIES

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- Solution-focused
- Good instructional skills
- Able to work collaboratively or unaided
- Keen on research before implementation
- Ability to adapt to any kind of situation or task at hand
- Able to communicate on a professional and technical level.

## COMPUTER KNOWLEDGE/ LITERACY

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Operating Systems	Windows® XP/ 7 / 8 / 10
Software Packages	Microsoft Office (2003, 2007, 2010 & 2012) Suites Autocad (2007 to 2012)

## PROFESSIONAL EXPERIENCE

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### **ALBAN LOGISTICS LTD (June 5<sup>TH</sup> 2018- To Date)**

As a Key Note/Logistics Officer/Executive Assistant, I perform the following duties and responsibilities;

- Assisting the General Manager and Company Managers with administrative, sale and marketing duties
- Offering advice and introducing new ideas to bring revenue to the company
- Attending to prospective clients
- Organizing sales visits
- Approaching potential customers with the aim of winning new businesses and contracts
- Demonstrating and presenting products

### **GLOBAL MOTORS AND TRADING COMPANY LTD (March 18<sup>TH</sup>, 2017- April 20<sup>TH</sup>, 2018)**

As a Sales Executive, I performed the following duties and responsibilities;

- Answering queries
- Offering advice and introducing new products
- Organizing sales visits
- Demonstrating and presenting products
- Selling of products by establishing contact and developing relationships with prospects
- Recommending solutions
- Approaching potential customers with the aim of winning new business or contracts

### **ELKHART ENTERPRISE LTD (December 5<sup>TH</sup>, 2015- January 4<sup>TH</sup>, 2017)**

As an Assistant Executive Marketing Officer, I acted as the point of contact for all employees, providing administrative support and managing their queries. Main duties include;

- Managing office stock
- Preparing regular reports (e.g. expenses and office budgets) and
- Organizing company records.

### **GHANA INSTITUTE OF MANAGEMENT AND PUBLIC ADMINISTRATION (GIMPA)-National Service Personnel at the Human Resource Department & Green Hill College- Admissions Office (2012-2013)**

As a national service personnel, I was assigned a couple of duties and responsibilities. During this period I was taken through the following tasks:-

- Filing of documents
- Working on medical refunds for staffs
- Creation of letters and memos for staffs
- Distribution of letters and memos to staffs
- Attending to prospective clients
- Organizing meetings for staffs
- Compilation of lists of names for admitted and registered students for various programmes/courses.
- Dealing with student's admission issues assigned by my supervisors

### **ASHFOAM GHANA LIMITED- Attachment (May 25<sup>TH</sup> 2010- August 10<sup>TH</sup> 2010 and June 2<sup>ND</sup> 2011-August 10<sup>TH</sup> 2011)**

During the attachment period I was taken through the following activities:-

- Attending to prospective clients
- Financial targets assigned during the period
- Attending to customers
- Distribution of goods to the market

## **PROCUREMENT OFFICE KNUST- Attachment (May 20<sup>TH</sup> 2009-August 15<sup>TH</sup> 2009)**

During the attachment I was taken through the following duties and responsibilities:-

- Filing of documents
- Storage and distribution of procured goods

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### **PUBLICATIONS**

SOCIAL MEDIA MARKETING ACTIVITIES OF SMEs IN GHANA: A CASE OF ACCRA METROPOLIS. A DISERTATION SUBMITTED TO THE INSTITUTE OF DISTANCE LEARNING, KNUST ON SEPTEMBER 15, 2018.

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### **REFEREES**

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