
ELIZABETH MAAME ESI AMISSAH (MRS)
(PRESVIOUS NAME: COMMEH)
CEMPA, BMS

Revised 25th FEBRUARY, 2022

BIOGRAPHY

Mrs. Elizabeth Maame Esi Amissah is the Junior Assistant Registrar at the Kwame Nkrumah University of Science and Technology (KNUST). She has worked with three Vice-Chancellors. Elizabeth has enormous work experience in general administrative work within the academic environment and private sector. She has obtained a Commonwealth Executive Master of Public Administration and Bachelor of Management Studies. She has also participated in several relevant career-building training and development programmes. Her dexterity and tenacity of purpose have been recognised widely — she recently received a Certificate of Honour by the Academy of International Business Africa 2019 Conference as a distinguished member of the Organising Team.

CONTACT ADDRESS

Faculty of Mechanical and Chemical Engineering
College of Engineering
KNUST, KUMASI
Email Address: emeamissah@gmail.com

ACADEMIC QUALIFICATIONS

Qualification	Institution Awarded	Year
Commonwealth Executive Master of Public Administration (CEMPA)	Kwame Nkrumah University of Science and Technology (KNUST)	Nov. 2015
Bachelor of Management Studies	University of Cape Coast (UCC)	Oct. 2010
Diploma in Management Studies	University of Cape Coast (UCC)	Sept. 2008
Private Secretary	National Coordinating Committee for Technical and Vocational Education And Training (NACVET)	1999 - 2001
Diploma in Admin/Personal Assistant and Secretarial Duties	The College of Professional Management, (Correspondence programme)	Aug. 1999
Diploma in Business Studies (Secretaryship)	Archbishop Porter Girls Polytechnic, Elmina	1988 - 1990
G.C.E. Ordinary Level	Edinaman Day Secondary School (Now Edinaman Senior High School), Elmina	1983 - 1988

EMPLOYMENT HISTORY

Job Title	Institution/Organization	Period
Junior Assistant Registrar/Faculty Registrar	Faculty of Mechanical & Chemical Eng.	Feb. 2022 – To date
Chief Administrative Assistant	KNUST School of Business	Sept 2016 – Aug. 2020
Chief Administrative Assistant	KNUST Vice Chancellor's Office	June 2010 – Aug. 2016
Principal Administrative Assistant	KNUST Academic and Student Affairs (Student Affairs)	Nov. 2004 – May, 2010
Dean's Secretary/Administrative Assistant	KNUST Faculty of Law	Dec 2003 – Oct 2004
Secretary	Association of Rural Banks Office (National Office, Accra)	Feb. 2003 – Oct 2003
Executive Secretary	Association of Rural Banks, International Fund for Agricultural Development/Rural Enterprises Project (IFAD/REP) Monitoring Unit, Kumasi (Wound-Up)	Oct 1995 – Jan 2003
Executive Secretary	Pastoral Training and Social Centre, Catholic Diocese of Sunyani, Brong-Ahafo (Now Bono Region)	Aug 1990 – Dec 1993

ADHOC COMMITTEES/ACTIVITIES

Position	Committee
Organising Team Member	The Academy of International Business Africa 2019 Conference, 4 th to 7 th August, 2019
Organising Team Member	Bi-Annual General Meeting, Association of Rural/Community Banks, December, 2002
Team Member	Planning Committee for National Conference/Provincial Conferences of the National Catholic Charismatic Renewal from 2003 to 2013
Support Member	Planning Committee for 1 st Pan African Conference of Catholic Charismatic, Renewal Conference in Accra - Sept 2006
Member	Planning Committee for 1 st Anniversary of Archdiocesan Catholic Charismatic, Renewal Women's Ministry, Kumasi, October 2003

MEMORANDA

- Elizabeth Maame Esi Amissah (5th July, 2018), Printing of Attachment or Internship Letters from the Students' Portal
- Elizabeth Maame Esi Amissah, (28th June, 2018), Enrolment of Prospective Applicants with Pass from KNUST and Third Class Degree Holders to pursue Postgraduate Programmes in the University
- Elizabeth Maame Esi Amissah (8th September, 2010), Establishment of University Archive
- Elizabeth Maame Esi Amissah (9th June, 2010), Maintenance of Office Equipment
- Elizabeth Maame Esi Amissah (19th June, 2009), Provision of Bucket and Water Container (Drum) for Ladies' Washroom,
- Elizabeth Maame Esi Amissah (11th January, 2008), Establishing a Reception for the University
- Elizabeth Maame Esi Amissah, (12th October, 2007), Express Service – (Introductory letters for visas)

OFFICES/LEADERSHIP POSITIONS HELD

Position	Association
Couse Representative	Master of Public Administration. September 2020 – to date
Organising Secretary	KNUST School of Business Welfare Fund, August 2019 – August 2020
Representative for College of Humanities and Social sciences,	Senior Staff Association of KNUST, 2017 – December 2021
Board Member – Senior Staff Representative	KNUST Welfare Scheme, 2017 – 2021
Women's Ministry Representative	National Catholic Charismatic Renewal Service Team, 2006-2010
Secretary	National Catholic Charismatic Renewal Women's Ministry, 2004 -2010
Secretary	Kumasi Archdiocesan Catholic Charismatic Renewal Women's Ministry, 2003 -2013
Assistant Entertainment Prefect	Edinaman Day Secondary School, Elmina, 1987 - 1988

ACADEMIC/OTHER AWARDS

- **Certificate of Honour** by the Academy of International Business Africa 2019 Conference Organising Committee as a member of the Organising Team
- **Citation** by the 2015/2016 Academic Year Student Representative Council (SRC) KNUST and Graduate Students' Association of Ghana (GRASAG), KNUST for Contributing to the Progress of Students' Leadership and Welfare -Oct 2016
- **Certificate of Honour** by the Registrar's Offices Welfare Fund (KNUST) as an Active Member for the year 2009.

WORKSHOPS/CONFERENCES/SEMINARS ATTENDED

- Registrar's Offices Annual Workshop – Digital tool for Effective Administrative work
- 9th Summer School - 'SDGs and Universities: Actions Towards KNUST's Mandate at 70 and Beyond' – Sep 2021
- 2019 Faculty Symposium – Team-Based Knowledge Management & Research Collaboration – 3rd June, 2019
- One-week workshop for Executive Assistants and Private Secretaries at the Ghana institute of Management and Public Administration (GIMPA) (September, 2014)
- 5th Summer School Workshop for Senior Staff on *Advancing Science And Technology Through Effective Communication* (18th and 19th August, 2015)
- 3rd Summer School Workshop for Senior Staff on *Lean Management Systems and Creating Customer Value/Satisfaction* (3rd to 4th September, 2013)
- Two-day training programme in *Modern Secretarial/Office Management Skills* (July, 2013) organised by KNUST Human Resource Development Division
- One-week Workshop for Executive Assistants and Private Secretaries at the Ghana Institute of Management and Public Administration (GIMPA) (3rd - 7th September, 2012)
- One-week Workshop for Executive Assistants and Private Secretaries at the Ghana Institute of Management and Public Administration (GIMPA) (September, 2007)
- Seminar on Effective Secretaryship for Rural Banks secretaries at the Christian Village, Kumasi, 21st – 23rd April, 1998

REFEREES

Professor William Otoo Ellis

Former Vice-Chancellor KNUST
Professor of Food Science, College of
Science
KNUST, Kumasi

Professor Nathaniel Boso

Dean, KNUST School of Business
KNUST, Kumasi

Monsignor Richard Kofi Kyeremeh

Former Director
Pastoral Training & Social Centre
Catholic Diocese of Sunyani – Bono
Region, Ghana
