

CURRICULUM VITAE

AMA MANSA AMOAH-KUSI

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I am result-oriented, innovative and ready to learn. I seek opportunities to apply my experience and skills while developing my strengths and capacity.

SUMMARY OF SKILLS

- Excellent interpersonal and communication skills
- Computer literacy
- Team player
- Integrity
- Fast learner

LANGUAGE

English and Asante Twi

EDUCATION

November 2019

Master of Business Administration (Strategic Management & Consulting option)

Kwame Nkrumah University of Science and Technology, Kumasi

Thesis: Security Management Practices and the Perception of Campus Safety. The Case of Kwame Nkrumah University of Science and Technology.

June 2008

BSc. Biological Sciences

Kwame Nkrumah University of Science and Technology, Kumasi

Thesis: The Comparison of the Growth of Mushrooms on the Sawdust of Ceba and Wawa. (Biology Greenhouse)

July 2002

Senior Secondary School Certificate

Holy Child School, Cape Coast

WORK EXPERIENCE

January 2022 – Date

Midland Zone Coordinator

Institute of Distance Learning (IDL), KNUST

Junior Assistant Registrar

- Manage staff under the office
- Act as a liaison officer between Study Centres under the zone and the main IDL Office.
- Provide academic and administrative support services to Study Centres within the Zone.
- Monitor activities and provide strategic direction for the Zone.
- Provide the needed logistics to Facilitators to undertake their duties.
- Ensure that students have clean and conducive environment for teaching and learning.
- Hold periodic meetings with the Centre Coordinator and other staff of the respective Centres to acquaint him/herself with issues.
- Work with the Centre Coordinators to provide the needed environment and support for all IDL activities.
- Collaborate with the Centre Coordinators to provide a comprehensive report on activities at the Zone at the end of each Semester.

May 2021 – December 2021

Dean's Office - Faculty of Civil & Geo-Engineering

College of Engineering, KNUST

Administrative Assistant

- Handling of correspondence on behalf of the Dean
- Record keeping and filing
- Receiving of visitors and provision of necessary information
- Liaison between Dean and Heads of Department
- Liaison between Dean and student leaders
- Writing of minutes
- Supervision of national service personnel and cleaners

February 2016 - April 2021

Department of Supply Chain and Information Systems

KNUST School of Business

Administrative Assistant

- Handling of correspondence on behalf of the Department Head
- Record keeping and filing
- Receiving of visitors and provision of necessary information
- Liaison between Head of Department and students
- Writing of minutes
- Supervision of national service personnel, interns and graduate assistants

August 2013 - January 2016**KNUST Hospital****Administrative Assistant/Head of NHIS Unit**

- Liaison between Hospital management and NHIS unit
- Writing and submission of annual reports
- Supervision of work and sharing of workload for colleagues
- Supervision of national service personnel, work and study students and interns
- Compilation and submission of health insurance claims to NHIA
- Collection of expired health insurance cards of KNUST staff and students for renewal.
- Sorting and distribution of health insurance cards of KNUST staff and students.

July 2011 – July 2013**KNUST Hospital****Administrative Assistant**

- Compilation and submission of health insurance claims to NHIA
- Collection of expired health insurance cards of KNUST staff and students for renewal.
- Sorting and distribution of health insurance cards of KNUST staff and students.

September 2007 - June 2011**KNUST Hospital****National Service Personnel/Casual Staff**

- Compilation and submission of health insurance claims to NHIA
- Collection of expired health insurance cards of KNUST staff and students for renewal.
- Sorting and distribution of health insurance cards of KNUST staff and students.
- Entry of drug refund receipts of KNUST staff and students.

June - August 2005**Internship****Teaching - State 'B' JHS, Offinso**

- General Science and English Language

June - August 2003**Industrial Attachment****Laboratory Assistant - Cocoa Clinic, Accra**

- Testing and analyzing of laboratory samples
- Issuing of laboratory reports

OTHER RELEVANT EXPERIENCE**September 2021 – Date**

Member, Ghana Toastmasters

HOBBIES

- Reading
- Listening to music and singing

REFEREES

1. Prof. Geoffrey Kwame Anornu
Dean
Faculty of Civil and Geo-Engineering
College of Engineering
KNUST
2. Dr. Abdul Samed Muntaka
Senior Lecturer
Department of Supply Chain and Information Systems
KNUST School of Business
3. (Samuel Yaw Akomea), Esq.
Senior Lecturer
Department of Marketing & Corporate Strategy
KNUST School of Business