**CURRICULUM VITAE**

**PERSONAL DETAILS**

NAME: ANASTASIA ACHEAMPONG

DATE OF BIRTH: SEPTEMBER 11, 1983

MARITAL STATUS: MARRIED

NATIONALITY: GHANAIAN

POSTAL ADDRESS: P. O. BOX SE 1653, SUAME-KUMASI

E-MAIL ADDRESS: serebour66@opportunityghana.com

TEL. NO.: 0246486213/0244574151

**CAREER OBJECTIVE**

To be known and recognized as a performance oriented individual seeking a position that will utilize my organizational and communication skills developed as a team leader in a reputable institution.

**EDUCATIONAL BACKGROUND**

 **INSTITUTION FROM TO QUALIFICATION**

1. Chartered Institute of Bankers 2007 2020 ACIB
2. University of Cape Coast 2013 2016 MBA (Marketing)
3. University of Cape Coast 2007 2010 Bachelor of Management Studies
4. Kumasi Polytechnic 2002 2005 HND (Marketing)
5. Prince of Peace Girl’s Sec School 1999 2001 SSCE (Business Secretarial)

**ACHIEVEMENTS**

1. Overall Best Operations Manager, Opportunity International Savings and Loans Ltd- 2019
2. Best Operations Manager – North West Sector 2018
3. Overall Best Operations Manager, Opportunity International Savings and Loans Ltd- 2013
4. Best Employee, Opportunity International Savings and Loans Ltd- 2008
5. Overall Best Student, Kumasi Polytechnic- 2005
6. Best Female Student, Kumasi Polytechnic, SRC Women’s’ Commission – 2005

**WORKING EXPERIENCE**

**1.**

**INSTITUTION:** Kwame Nkrumah University of Science and Technology

**DATE:** December 15, 2021 to date.

**POSITION:** Senior Administrative Assistant

**RESPONSIBILITIES:** Provide administrative and secretarial services to the assigned Unit. Provide general assistance to the schedule officer. Draft minutes/reports/speeches. Assist in covering meetings. Handle correspondence of the Unit. Assist in training/coaching of subordinate staff. Supervise subordinate staff. Assist in facilitation of programs and events. Coordinate and organize meetings and facilitate travel arrangements for the Unit.

**2.**

**INSTITUTION:** Opportunity International Savings and Loans Ltd

**DATE:** November 11, 2011 to date.

**POSITION:** Branch Operations Manager

**RESPONSIBILITIES:** Manages cash inflow and outflow at the branch. Supervise Tellers, Customer Service Officers, Accounts Officers and Drivers. Coordinate affairs between the branch and Head Office and other branches. Ensure safety measures are in place at the branch. Report weekly and monthly on the branch performance. Authorize all inputs done by Tellers, Customer Service Officers, Account Officers and Data Entry Officers done for the branch. Approve loans with Branch Credit Committee and Ensure discipline in the branch.

**3.**

**INSTITUTION:**  Opportunity International Savings and Loans Limited

**DATE:** September, 2009 to November, 2011

**POSITION:** Head Teller

**RESPONSIBILITIES:** Supervise the work of tellers, manage cash and authorize tellers’ withdrawals, control cash in and out of the strong room, maintain cash level at an approved limit, call over tellers transactions and support for customer service.

**4.**

**INSTITUTION:**  Opportunity International Savings and Loans Limited

**DATE:**                  November, 2007 to September, 2009

**POSITION:**        Teller

**RESPONSIBILITIES:** Accepts deposits and pays customers withdrawals and provide support for customer service.

**5.**

**INSTITUTION:** Standard Chartered Bank/Mon-Tran Limited

**DATE:** August, 2006 to November, 2007

**POSITION:** Direct Sales Representative

**RESPONSIBILITIES:** Customer Service and Unsecured Loan Processing

**6.**

**INSTITUTION:** Kumasi Polytechnic (Kumasi Technical University)

**DATE:** August 2005 to August 2006

**POSITION:** National Service Person

**RESPONSIBILITIES:** Teaching and Administrative Assistant

**7.**

**INSTITUTION:** Appiah Menkah Complex Limited

**DATE:** August 2004 to October 2004

**POSITION:** Marketing Executive (Industrial Attachment)

**RESPONSIBILITIES:** Prospecting, Research, Analysis of weekly and monthly sales.

**8.**

**INSTITUTION:** Tridot Limited

**DATE:** August 2003 to October 2003

**POSITION:** Sales Officer

**RESPONSIBILITIES:** Prospecting and Distribution

**REFEREES:**

1. Mr. Richard Dofour

Head of E-Banking

Opportunity International Savings and Loans Limited

Head Office

Accra.

0577605431/0544335333

1. Mr. Samuel Afriyie

Lecturer, Kumasi Technical University

Kumasi.

0244619248

1. Mr. Samuel Adjetey

Head of Banking Operations

Opportunity International Savings and Loans Limited

Head Office

Accra.

0277182350/0243161105