**CURRICULUM VITAE**

**BENITA KWARTENG AMANIN (MRS)**

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**1.0** **ACADEMIC ACHIEVEMENTS**

(1.1). ***Academic degrees earned with dates***

* MBA Human Resource Management 2014
* BBA Management 2011
* Private Secretary 2004
* Diplôme de Langue Française 1998
* Post-Secondary Secretariat 1988
* G.C.C (Ordinary Level) 1985

(1.2). ***Institutions attended with dates***

* Kwame Nkrumah University of Science & Technology, Kumasi 2012-2014
* Valley View University, Oyibi, Accra 2007-2011
* National Coordinating Committee for Technical & Vocational 2004 Education and Training (NACVET), Ghana
* Alliance Française de Kumasi 1997-1998
* Kumasi Polytechnic, Kumasi 1986-1988
* Yaa Asantewaa Girls’ Secondary School, Kumasi 1980-1985

**2.0 EMPLOYMENT HISTORY**

2.1 ***Kwame Nkrumah University of Science and Technology (2002 – Date)***  2.1.1 Principal Administrative Assistant (2016 – Date)

 My roles include

* General Administrative and Managerial duties
* Organizing files
* Record Keeping

2.1.2 Senior Administrative Assistant (2010 – 2015)

 My roles included

* General Administrative and Managerial duties
* Record Keeping
* Keeping inventory of office stationery

2.1.3 Senior Clerk/Administrative Assistant (School of Graduate Studies) – 2002 to 2010

 My roles included:

* Receiving mails
* Postgraduate student admissions
* Preparing students transcripts
* Forwarding students’ theses to Assessors (Internal and External) for assessment
* Registration of students
* Assisting in students’ theses defence
* Typing of minutes

2.2 ***Shalom Security Company, Kumasi. 1999-2001***

 Secretary

My roles included:

* Planning schedule for security personnel
* Negotiating with clients for fees
* Determining staff salaries/wages

2.3 ***Adventist Preparatory School, Old Tafo Mile 4, Kumasi. 1990 - 1998***

Typist/French Teacher

 My roles included:

* Typing of Examination Questions
* Teaching lower and upper primary pupils French

**3.0 AREAS OF EXPERTISE**

* Office Management
* Administrative Support
* Minutes taking

**4.0 SKILLS**

**a. *Technology***

I have sufficient skills on the use of technology:

* Microsoft Word Microsoft Power point Microsoft Excel

**b. *Administrative***

Team player

Interpersonal and Organizational Communication

 Customer Service

 Inventory control

**c. *Languages***

Asante Twi English French (Fair)

**5.0 RESEARCH**

‘Identifying employee talent for development and retention; the case of some selected FM stations in

 Kumasi’ June, 2014

**6.0 TRAINING AND WORKSHOPS ATTENDED**

* KNUST 2016 ‘Strengthening the linkage amongst academia, industry and government’
* KNUST 2015 ‘Sustainable Development of Tertiary Institutions in Ghana amidst

 Economic and Security Challenges’

* KNUST 2014 ‘Advancing Science and Technology through Effective Communication’
* KNUST 2013 ‘Lean Management Systems and Creating Customer Value/Satisfaction’
* KNUST 2012 ‘Raising the Standards for 21st Century University Education’

All organized by Quality Assurance and Planning Unit, KNUST

* CLC (CEDEP)1999 Computer Training (Ms. Word, Ms. Excel (Spreadsheet), Internet

 Orientation

* GES 1998 Centres Regionaux pour l’Enseignement du Française (CREF)

 (Regional Centres for the Teaching of French)

1. **REFERENCES**
2. Prof. Ben Kwaku Branoa Banful

Provost, College of Agriculture and Natural Resources

KNUST

1. Dr. Issahalq Mohammed Duah

Head, Department of EENT

KNUST