**CURRICULUM VITAE**

**BIO DATA**

Name: Helena Asante (Mrs.)

Date of Birth: 19th October, 1981

Place of Birth: Kumasi

Marital Status: Married

Number of Children: Four (4)

Postal Address: P.O. Box 465, KNUST, Kumasi

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**PROFILE**

A well organised person, diligent and detail-oriented person, knowledgeable of all office functions. I have the ability to work either on my own or as part of a team.

**EDUCATION**

2008 – 2010 Kwame Nkrumah University of Science and Technology, Kumasi

(Master of Business Administration, Human Resource Management)

Courses included:

Human Resource Management, Industrial Relations, Business Law and Ethics, Quantitative Analysis, Business Economics, Management Accounting, Leadership and Organizational Behaviour, Advance Entrepreneurship & Small Business Management, Social Capital etc.

2002 – 2006 Kwame Nkrumah University of Science and Technology, Kumasi

B.A. Publishing Studies (Printing Management Techniques), 2nd Class Upper Division

Courses included:

Principles of Management, Introduction to Accounting, Introduction to Printing, Introduction to Statistics, Introduction to Marketing, Materials and Methods, Communication Skills, Book Sales and Advertisement, Estimation, African Art and Culture, Basic Design etc.

1998 – 2000 Technology Senior Secondary School, KNUST, Kumasi

General Art (Geography, Economics, Twi, English, Mathematics, Integrated Science and Social Studies).

**PROFESSIONAL QUALIFICATION**

**2020 – to date Chartered Institute of Human Resource Management, Ghana (CHIRMP) - LEVEL 3**

**Courses Included:**

Recruitment and Compensation, Industrial Relations, Business Communication, Human Resource Training and Practices, Legal and Business Ethics

**OTHER TRAINING**

2012 – 2013 Training on General Counselling, St. Hubert Center for Renewal, Kumasi (four weekend programme).

2005 – 2006 Certificate of Participation, Two Semester Course in Entrepreneurship and Small Business Management (KNUST) for 2005/06 academic year.

2005 – 2006 Computer Training School at St. Paul’s Catholic Church, Amakom, Kumasi (Word, Excel, Power Point, Database, Corel Draw and Page Maker).

**WORK EXPERIENCE**

October, 2009 – to date

Kwame Nkrumah University of Science and Technology (KNUST), Kumasi (Registrar’s Offices)

**August 01, 2021 – to date**

* Junior Assistant Registrar (FINANCE OFFICE)

As Junior Assistant Registrar at the Finance Office my duties include the following:

* Manages the staff under the direction of the Finance Officer
* Provide administrative support services to the Finance Office
* Liaises between the Finance Office and the Registrar’s Offices
* Coordinate and maintain leave schedules of staff in the Office
* Arrange and cover meetings organised by the Finance Officer
* Develop and monitor strategic work plans for the Finance Office
* Provide protocol services and other courtesies for the Finance Officer
* Ensure general upkeep of the environment of the Finance Office
* Perform any other duties that may be assigned to me by the Finance Officer/Registrar

**November, 2017 – to July, 2021 (TRANSFER)**

* **PRINCIPAL ADMINISTRATIVE ASSISTANT (FINANCE OFFICE)**

As a Principal Administrative Assistant at the Finance Office, my duties include the following:

* Provide administrative and secretarial support to Finance Officer, Deputy Finance Officer and all the Senior Members in the Office.
* Arrange meetings for the office, all categories (Senior Members/Senior and Junior Staff).
* Covers minutes of meetings.
* Receives and record cheques written in the name of the University.
* Liaises with the College Finance Officers, Hall Bursars, and Other Units like Hospital, Photocopy Unit, University Printing Press and Transport Department.
* Purchase office stationeries.
* Keeps and accounts for Office imprest for the day to day running of the Office.
* Supervises the activities of subordinates.
* Keeps confidential documents by filing.
* Sees to the dispatch of mails to various units (Budget, Payables, Final Accounts Section, Payroll, Students Section and Correspondence Section) in the office as well as the entire University.
* Performed any other duty assigned to me from time to time.

**February 2015 – October, 2017 (TRANSFER)**

* **PRINCIPAL ADMINISTRATIVE ASSISTANT (DEVELOPMENT OFFICE)**

As a Principal Administrative Assistant, my duties include the following:

* Provided administrative and secretarial support to the Director of Works, and Physical Development, Chief Architect, Senior Quantity Surveyors, Senior Architects, Quantity Surveyors, Architects and Clerks of Works.
* Filed and Kept records of documents, correspondence and general information.
* Liaised between the Director of Works, Chief Architect, Senior Quantity Surveyors, Senior Architects, Quantity Surveyors, Architects and Clerks of Works.
* Day to day running of the administrative works of the Office including purchasing of necessary items for the use of the Office.
* Facilitated in the organisation of meetings on tender openings and tender evaluations.
* Recorder to Committees set up by the Vice Chancellor.
* Performed any other duty assigned to me from time to time.

January, 2010 – January 2015 (**POSTING**)

**SENIOR ADMINISTRATIVE ASSISTANT – (OFFICE OF THE DEAN OF STUDENTS)**

As Senior Administrative Assistant, my duties included the following:

* Secretary to the Dean of Students/Vice Dean of Students/Assistant Registrars
* Provided administrative and secretarial support to the Dean/Vice Dean of Students.
* Mediated Students Issues.
* Coordinated activities between the Dean and Vice Dean of Students, Assistant Registrars/Counsellors and Students.
* Filed and kept records of documents, correspondence, students’ information and general information.
* Assisted in organisation in coordinating periodic seminars for students and mentorship workshop for senior members.
* Assisted students to resolve and overcome their interpersonal issues like fraud and theft.
* Recorder to committees set up by the Vice Chancellor.
* Assisted in assessment of National Service Personnel.
* Performed any other duty assigned to me from time to time by the Dean of Students/Vice Dean of Students and Assistant Registrars.

**October, 2009 – January, 2010 (In-Service Training/Relieving Duty)**

* Secretary to the Pro Vice-Chancellor - (two-month relieving duty)

As Senior Administrative Assistant, my duties included the following:

* The day to day running of the Pro Vice-Chancellor’s Office.
* Filed and kept records of documents, correspondence and general information.
* Performed any other duty assigned from time to time by the then Pro Vice-Chancellor.

September, 2007 – September, 2009

Temporary Staff at KNUST School of Business as Senior Administrative Assistant

As Senior Administrative Assistant, my duties included the following:

* Provided administrative and secretarial support to the Dean of the School.
* Provided secretarial and administrative services to Five Departments
* Scheduled both Internal and External arrangements, hotel reservations for Adjunct Lecturers, Visiting Professors and Resource Persons.
* Filed and kept records of documents, correspondence, students information and general information.
* Coordinate activities between Students and Lecturers.
* Assisted in Organising and Coordinating Periodic Seminars for Students.
* Processed Part Time Admission Forms for both Masters and Undergraduate applicants of the School.
* Offered upon request students transcripts and results statements.
* Performed any other study assigned to the from time to time by the Dean of the School.

October, 2006 – August, 2007

National Service at KNUST School of Business

As National Service Person, my duties included the following:

* Provided administrative and secretarial support to the Dean.
* Provided secretarial and administrative services to Five Departments.
* Scheduled both Internal and External arrangements, hotel reservations for Adjunct Lecturers, Visiting Professors and Resource Persons.
* Filed and kept records of documents, correspondence, students information and general information.
* Coordinate activities between Students and Lecturers.
* Assisted in Organising and Coordinating Periodic Seminars for PhD Students.
* Processed Part Time Admission Forms for both Masters and Undergraduate applicants of the School.
* Prepared Transcripts for Undergraduate Students and Results Statements for Masters Students.
* Performed any other duty assigned to me from time to time by the Dean of the School.

January – April, 2005

Industrial Attachment at New Era Printing Press, Kumasi

* Assisted in editing of “Kumasi Mail” and any other duty assigned from time to time by the Manager.

December – January, 2006

Attachment at KNUST Printing Press

* Participated in estimation, binding of books, and any other duty assigned from time to time by the Manager.

**OTHER POSITIONS HELD WITH DATES**

20/11/2017 to date - **Secretary** to Finance Office Welfare

* Arrange for Annual General Meeting with other Executive Members.
* See to the Dispatch of Letters to Welfare Members.
* Covers Meetings of the Welfare.

08/2019 – to date - St. Josephs Catholic Church Christian Mothers’ Association,

Ayeduase Parish, **President Elect**

2018 – to date - St. Josephs Catholic Church, Ayeduase Parish, **Vice President**

07/2012 – 2019 - St. Josephs Catholic Church, Ayeduase Parish, **Secretary**

* Announcement to Congregation every Sunday and any other day my services are needed.
* Wrote minutes during Church Council Meetings every month.
* Member of a Committee to Inaugurate St. Josephs Catholic Church, Ayeduase from station to a Parish.
* Any other duties assigned to me from time to time by the Parish Priest of Ayeduase.

09/2013 – to date - Member of Marriage Counselling Team at St. Josephs Catholic

Church, Ayeduase Parish

07/2012 – 2019 - St. Joseph’s Catholic Church Christian Mothers

Association, Ayeduase Parish, Secretary.

**COMPUTER LITERACY**: Ms-Word, Ms-Excel, Ms. Powerpoint, Internet Assessment

**RESEARCH UNDERTAKEN**

2008 – 2010 An Assessment of Performance Management Practices at KNUST (A Case Study of Senior Staff). Requirement for Master of Business Administration Degree in Human Resource Management. (Unpublished)

2002 – 2006 Publication for the Blind in Ghana. Requirement for Bachelor’s Degree in Publishing Studies. (Unpublished)

**TRAINING / SEMINARS**

* Training in Science and Technology Journalism for KNUST WiSTEM ladies – October, 2020

**COMMITTEE ASSIGNMENTS**

May, 2015

* Recorder to Committee Set Up by the Vice Chancellor to meet with Ghana Water Company Limited on Water Bill. (Development Office)

May, 2011

* Recorder to Committee Set Up by the Students to Investigate the Alleged Assault of Two Security Guards at KNUST by Two International Students. (Dean of Students Office)

February, 2010

* Secretary to Fact Finding Committee (Committee formed by the Vice-Chancellor of KNUST) to investigate into the apparent falling standards of KNUST Basic Schools. (Dean of Students Office)

**HOBBIES**

* Reading and Writing

**REFEREES**

AVAILABLE UPON REQUEST