**Ohemaa Saguwaah Yeboah**

**Personal Information**

Nationality: Ghanaian

Location: Kumasi

Mob: +233 244 777 064

Email: [yeboahohemaa@gmail.com](mailto:yeboahohemaa@gmail.com)

**Profile**

I am a resourceful administrative assistant with proven work history and a firm knowledge base to seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills using strong analytical and organizational skills.

**Academic Qualifications**

2015 – 2016**:** University of Ghana, Legon

Master of Arts in Distance Education and Electronic Learning

2010 – 2014**:** Kwame Nkrumah University of Science and Technology, Kumasi

Bachelor of Arts in Publishing Studies

2006 - 2009**:** KNUST Senior High School, Kumasi

West African Senior High School Certificate, Home Economics

**Work History**

|  |  |
| --- | --- |
| Nov. 2018 – date |  |
| Role | *Senior Administrative Assistant*  **Office of the Registrar**  **Kwame Nkrumah University of Science and Technology, Kumasi** |
|  | * Managing and working of administrative affairs at departmental levels. * Receiving corresponding and responding accordingly. * Organising meetings and record minutes. * Records keeping and files stacking. * Website management of assigned departments. |
| Nov. 2015 – 2018 |  |
| Role | *Senior Administrative Assistant* ***(casual basis)***  **Institute of Distance Learning**   * **Kwame Nkrumah University of Science and Technology, Kumasi** |
|  | * Receiving corresponding and responding accordingly. * Records keeping and files stacking. |
| Role Sept 2014-2015 | *Front Desk Receptionist (National Service Personnel)*  **Institute of Distance Learning (E-Learning Centre)**  **Kwame Nkrumah University of Science and Technology, Accra** |
|  | * Receiving and dispatch of incoming correspondence. * Liasson officer for student and management. * Records keeping and files stacking. * Performs Administrative functions and other duties assigned by other superiors |
| Role | *Publisher (Intern)*  **Global Evangelical Church Press, Accra** |
|  | * Type and edit documents * Review and revise documents for publications * Language editing for authors with poor English background |

|  |  |
| --- | --- |
| June 2011 – Sept. 2011 |  |
| Role | *Publisher (Intern)*  **University Printing Press,**  **Kwame Nkrumah University of Science and Technology, Kumasi** |
|  | * Type and edit documents * Review and revise documents for publications * Language editing for authors with poor English background |

**Skills and Competencies**

|  |  |
| --- | --- |
| * Advanced Office Administration | * Excellent Team Building Skills |
| * Excellent Event Organizing Skills | * Good Remote Working Skills |
| * Excellent Executive Assistantship | * Excellent Interpersonal Skill |
| * Good Advisory Skills | * Good Virtual Assistantship Skills |

**Committees**

August 2021- December 2021 – Secretary to the committee to investigate theft at the Engineering Guest House

July 2021 - December 2021 Secretary to the College Website Management committee

March 2018 – April 2019 Secretary to the creation of Electronic Laboratory

**Workshops and Seminars Attended**

April 2022 -

March 2020 – Website Content Managing, Information Technology Services, KNUST

March 2018 - Microsoft Office Word 2016 – Core, College of Engineering, KNUST

**Languages**

English, Akan

**Referees**

**Dr. Patrick Swanzy**

Head, Teacher Education

Kwame Nkrumah University of Science and Technology

[patrick.swanzy@knust.edu.gh](mailto:patrick.swanzy@knust.edu.gh)

+233 502 446 039

**Dr. Henry Nunoo-Mensah**

Senior Lecturer, Department of Computer Engineering

Kwame Nkrumah University of Science and Technology

[hnmensah@gmail.com](mailto:hnmensah@gmail.com)

+233 207 534 396

# **Prof Emmanuel A. Frimpong**

# Head, Department of Electrical and Electronic Engineering

# Kwame Nkrumah University of Science and Technology

[frimponge@yahoo.com](mailto:frimponge@yahoo.com)

+233 246 665 284