**Ohemaa Saguwaah Yeboah**

**Personal Information**

Nationality: Ghanaian

Location: Kumasi

Mob: +233 244 777 064

Email: 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
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|  |  |
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| 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
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**Skills and Competencies**

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

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**Dr. Henry Nunoo-Mensah**

Senior Lecturer, Department of Computer Engineering

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# **Prof Emmanuel A. Frimpong**

# Head, Department of Electrical and Electronic Engineering

# Kwame Nkrumah University of Science and Technology

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