

CURRICULUM VITAE

GIBRIDU OPPONG

PERSONAL INFORMATION

- Marital status: Married
- Nationality: Ghanaian
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PERSONAL MISSION AND OBJECTIVE

Visionary, challenge-driven, resourceful professional in academic and community arenas. Natural and persuasive communicator recognised among colleagues for keen ability to energise and inspire individuals to work toward achieving a common goal, excel in creating consensus among divergent groups.

Passionate educator with a sense of providing a stimulating and thought-provoking environment to empower students to make prudent decisions in their current and future career. Creative and resourceful professional with a track record of directing and/or playing a contributory role in major civic and educational programmes. I am a motivated and ambitious person with the desire to work with a reputable organization where my contribution will be geared towards the achievement of its corporate objectives and create a room for professional growth and advancement.

EDUCATION

Kwame Nkrumah University of Science and Technology

MBA Strategic Management and Consulting

November, 2016

Kwame Nkrumah University of Science and Technology

BSc Development Planning (Second Class Honours, Upper Division)

June, 2009

Nsutaman Catholic Senior High School

Business (WASSCE)

October, 2001 – June, 2003.

Dents Computer Institute Computer Concepts

Computer Concepts and Windows 2003

PERSONAL EXPERIENCE

Kwame Nkrumah University of Science and Technology Principal Administrative Assistant/Secretary to the Registrar

January 2018 – Date

Responsibilities include, but not limited to;

- ❖ Handling confidential information on the University's operations,
- ❖ Demonstrating a high degree of initiative and independence in supporting the office of the Registrar on a wide variety of complex issues.
- ❖ Establishing and maintaining effective working relationship with leaders, visitors and the general public.
- ❖ Assisting the Registrar in planning and preparation of events as may be directed.
- ❖ Obtaining background information for the Registrar on emerging issues as may be directed.
- ❖ Assisting the Registrar in the timely management of all communication, both written and via telephone, e-mail, etc. with a variety of constituents.
- ❖ Drafting letters and statements as may be directed by the Registrar;
- ❖ Monitoring follow-up with all correspondence that require answers, responses and written replies.
- ❖ Performing other related duties incidental to the work

Kwame Nkrumah University of Science and Technology Principal/Senior Administrative Assistant, Human Resource Development Division

February 2015 – January 2018

Responsibilities included, but not limited to;

- General assistance to the schedule officer in charge of Junior and Senior Staff
- Drafted minutes/reports for the Division
- Assisted in covering of meetings
- Handled correspondence
- Provided career counselling and guidance to staff
- Provided support services for induction, orientation programmes for newly recruited staff

USAID/WEST AFRICA ANALYTICAL SUPPORT SERVICES AND EVALUATIONS FOR SUSTAINABLE SYSTEMS IN AGRICULTURE, ENVIRONMENT, AND TRADE (ASSESS)

Acting Office Manager, June – September, 2014

The ASSESS project is being implemented by the United States Department of Agriculture (USDA) in partnership with the University of Rhode Island (URI), Kwame Nkrumah University of Science and Technology (KNUST) and other partner Universities in the US and West Africa. The project provides programme evaluations and research, monitoring, knowledge and information management (including learning events), and other support services to USAID/WA/REGO.

Responsibilities included, but not limited to:

- General assistance to the Chief of Party (CoP) to setup the office
- Organised and scheduled meetings and appointments for the CoP
- Organised office operations and procedures for the office
- Coordinated with IT department on all office equipment
- Managed relationships with vendors, service providers and landlord, ensuring that all items were invoiced and paid on time
- Managed contract and price negotiations with office vendors, service providers and office lease
- Responsible for creating PowerPoint slides and making presentations
- Manage executives' schedules, calendars and appointments for the CoP
- Responsible for managing office services by ensuring office operations and procedures were organized, correspondences were controlled, filing systems were designed, supply requisitions were reviewed and approved and that clerical functions were properly assigned and monitored
- Establish a historical reference for the office by outlining procedures for protection, retention, record disposal, retrieval of documents
- Ensured office efficiency carrying out planning and execution of equipment procurement, layouts and office systems

Kwame Nkrumah University of Science and Technology

Senior Administrative Assistant, Department of Mechanical Engineering

June, 2011 – February 2015

Main duties and responsibilities include, but not limited to the following:

- Secretary to the Departmental Board
- Managed Students data
- Drafted letters, memo and reports for the Head of Department
- Email correspondent, postage and calling qualified applicants
- Preparing graduation lists/files for assessments by School of Graduate Studies
- Registration of students for examinations
- Prepared examination attendance registers
- Prepared register of graduates
- Liaised with the Deans & HODs for student placement
- Liaised with the Head of Department in preparing budget for the Department
- Oversight role on all the department staff (Administrative and Technicians)

JOSMA AGRO INDUSTRIES LIMITED, POST OFFICE BOX, 413, ASANTE MAMPONG

General Manager

2010 – 2011

Main duties and responsibilities include, but not limited to the following:

- Provide general assistance to the Managing Director
- Oversight role on all staff of the firm
- Oversee the hiring and training of production personnel
- Carried out surveys to identify customer requirements and adjust to meet such needs
- Ensured all company regulations and government legislations were adhered to
- Prepared periodic reports to update upper management on production activities
- Maintained accurate inventory of raw materials and processed products
- Ensured products and raw materials were stored properly at optimum conditions
- Allot work tasks to company staff according to their specialization and history
- Set production objectives and implement action plans for achieving set targets
- Performing other related duties incidental to the work

**MAMPONG TRADITIONAL COUNCIL, POST OFFICE BOX 26, ASANTE MAMPONG
COORDINATOR FOR DAASEBRE STOOL LANDS SECRETARIAT (NATIONAL SERVICE
PERSONNEL)**

2009 – 2010

Main duties and responsibilities include, but not limited to the following:

- Provided land administrative services for holders and seekers of customary land rights under the direct authority of the Chairman of the Secretariat
- Served as an interface between the landowning communities and the public land sector agencies
- Supervised the storage and management of land records
- Prepared periodic reports to update the land management board and the President of Traditional Council on the activities of the secretariat
- Performed other related duties incidental to the work

MEMBERSHIP/SERVICE

- Secretary, Registrar's Office Welfare, KNUST
- Secretary, Deputy/College Registrar's Meeting with Registrar
- Board Secretary, Josma Agro Industries Limited
- Board Member, Galaxy Educational Fund
- Former Secretary, Human Resource Development Division, KNUST
- Served as Secretary to several ad hoc Committees in the University

COMPUTER BACKGROUND

- Microsoft Windows (Microsoft Word, Excel, Power Point and Access)
- Basic Website development
- Statistical Package for Social Sciences (SPSS)
- Networking
- Database Management System

SEMINARS AND TRAININGS ATTENDED

- Training Programme for Senior Administrative Staff in The Registrar's Offices, Tyco City, Sunyani, **2019**
- Customised Training Programme for Senior Administrative Staff in The Registrar's Offices, Paul Effah Centre of Academic Leadership and Management (PE-CALM), Oyarifa, Accra, **2018**
- Lean Management Practices, KNUST Business School, **2013**
- Advanced Skills in Project Management, AB Consults, Kumasi, **2013**
- Seed Marketing, SEMIS, University of Nairobi, Kenya, **2012**
- Seed Quality Assurance and Enterprise Management, SEMIS, University of Nairobi, Kenya, **2012**
- John Young & Associates and C.B & Associates, Functional Training in Proposal Writing, **2004**

LANGUAGE

English and Twi

HOBBIES

Exploring on the internet, Reading, Football, and watching/listening to current affairs

REFERENCE

Andrews Kwasi Boateng

Registrar

KNUST

+233-20-8186147

Benjamin O. Andoh

Deputy Registrar

Coordinating Registrar

Obuasi Campus, KNUST

+233-20-448883

Daasebre Osei Bonsu II

Former Registrar/Mamponghehene & Occupant of the

Silver Stool of the Asante Kingdom

Asante Mampong

+233-24-4422600