**CURRICULA VITAE (CV)**

**ELLEN AWOTWI**

**PERSONAL INFORMATION**

**Surname:** Awotwi

**First Name:** Ellen

**Date of Birth:** 29th August, 1969

**Place of Birth:** Kumasi

**Hometown:** Winneba

**Region:** Central Region

**Nationality:** Ghanaian

**Father:** Isaac John Arthur

**Mother:** Marian Katherine Arthur

**Siblings:** 4

**Marital Status:**  Married

**Children:** 3

**Religion:** Christian

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**EDUCATIONAL BACKGROUND**

|  |  |  |
| --- | --- | --- |
| **Institution** | **Dates** | **Qualification** |
| PWC Business School | 2020 | Certificate - INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) |
| Private Tuition | 2017 | ICA, Ghana, Part 2 |
| Kwame Nkrumah University of Science and Technology, Kumasi. | 2015-2016 | MBA, Accounting |
| Kwame Nkrumah University of Science and Technology, Kumasi. | 2008-2010 | Common Wealth Executive Masters in Business Administration (CEMBA) |
| Kwame Nkrumah University of Science and Technology, Kumasi. | 2000-2003 | Bsc. In Computer Science (Upper Division) |
| Private Tuition | 1999 | ACCA, Foundation Level |
| Kwame Nkrumah University of Science and Technology, Kumasi. | 1990-1992 | Diploma in Data Processing (Pass) |
| Kwame Nkrumah University of Science and Technology Secondary School, Kumasi. | 1986-1988 | G. C. E. Advance Level |
| Mfantsiman Girls Secondary School | 1981-1986 | G. C. E. Ordinary Level |
| Kwame Nkrumah University of Science and Technology Primary School, Kumasi. | 1975-1981 | Common Entrance Examination Certifucate |

**WORK EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **Institution/Place** | **Duration** | **Position/Responsibility** |
| Kwame Nkrumah University of Science and Technology, Kumasi. | August 2018 to date | Accountant |
| Kwame Nkrumah University of Science and Technology, Kumasi. | April 2016 to July 2018 | Assistant Accountant |
| Kwame Nkrumah University of Science and Technology, Kumasi. | January 2010 to March 2016 | Chief Accounting Assistant |
| Kwame Nkrumah University of Science and Technology, Kumasi. | January 2003 to December 2009 | Principal Accounting Assistant |
| Kwame Nkrumah University of Science and Technology, Kumasi. | January 1999 to December 2002 | Senior Accounting Assistant |
| Kwame Nkrumah University of Science and Technology, Kumasi. | September 1994 to December 1998 | Accounting Assistant |
| Kwame Nkrumah University of Science and Technology, Kumasi. | October 1992 September 1993 | National Service – Teaching Assistant (Computer Laboratory) |
| Oforikrom L/A J.S.S. | September 1988 – September 1990 | National Service – Science Teacher |
| Building and Road Reserch Institute, Kumasi | August 1986-August 1988 | Vacation Training |

**CONFERENCES/SEMINARS/WORSHOPS**

* Multiple Bank accounts Cashbook Development in EXCEL. Organised by Excellence Consultancy Services, Accra, March 2006
* Finance Office, KNUST Staff Development at Abono, Lake Bosomtwe, July 2010
* Spring Board Roadshow – Going Global, March 2013
* 3rd KNUST Summer School – Lean Management Systems and creating Customer Value/Satisfaction, KNUST, September 2013
* Dallas Baptist University Massive Open Online Course, The Book of Matthew: Thirty Life Changing Principles. Dallas, November 2013
* Administrative and Professional Mentorship, KNUST, April 2014
* Finance Office Staff Development on Prctical Accounting Training ( Accounting Software package (PANACEA)), KNUST , May 2014
* 4th KNUST Summer School – Advancing Science and Technology through Effective Communication, KNUST, August 2014
* Revenue Projection workshop for Ministries, Departments and Agencies (MDAs) for the preparation of 2015 budget, Ministry of Finance, Accra. September 2014
* Developing Accounting manual for the Finance Office and Budgeting review for 2015, Noda Hotel, November, 2014
* Finance Office Retreat on International Public-Sector Accounting Standards(IPSAS) Royal Lamerta Hotel, November, 2015
* Continuous Professional Programmes, GAUA, June, 2017
* Circle Workshop for Early female career researchers/administrators, KNUST, October, 2017
* Seminar on responsibilities of VAT Withholding agent, KNUST, April, 2018
* Training Course on INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS), September, 2020
* Workshop for recently Recruited Young Female Academic and Administrative Staff. April, 2021

**COMMUNITY PARTICIPATION/AWARDS**

* Financial Secretary, Charisma Foundation, Kumasi 1986-1998
* Certificate of honour awarded for excellent performance of duty Final Accounts Section, Finance Office, KNUST for the years, 2002, 2008, 2010 & 2014
* Emena Good-News Club, Host & Organizer, Kumasi, 2012 to date
* Assistant Secretary, Mfantsiman Old Girls’ Association, Kumasi Chapter, 2013 to date
* Teacher, Arrow Mission Camp
* Member, Good Shepherd R/C Preparatory School Parent Teacher Association, September 2015 to date, Ahinsan
* Fellow, Africa Hall, August 2016 to date
* Mentor, Africa Hall Mentorship programme, 2016, 2017,2018
* Member, Africa Hall Excellence Awards (AHEA) Committee, October 2016
* Member, KNUST Books and Publications Committee, January 2017 to date
* Teacher, Calvary Charismatic Center, School for Christian Development, August 2017 to date
* Member, Africa Hall Durbar Committee, January, 2018

**PUBLICATIONS AND REPORTS**

* Systems Analysis and Design of an Automated System of Students Academic Records. A Case Study of the Computer Science Department, October, 1992 (Unpublished)
* Production Control and Reporting. Case Study- Ashanti Goldfields Company Limited, Obuasi (GCS Underground Mining Section) June, 2003 (Unpublished)
* The Implication of an Enterprise System for Kwame Nkrumah University of Science and Technology. June, 2010 (Unpublished)
* Financial Literacy among Staff within Universities – A Case Study of Kwame Nkrumah University of Science and Technology June, 2010 (Unpublished)
* Report On “The Automation of Graduation Fee Receipting Processing"", April 2018
* Report On “The Automatic Payment Alerting System"", April 2018

**SKILLS AND ABILITIES**

* Good interpersonal relationship
* Good team player and self-motivated
* Creative and critical thinker
* Ability to adapt to change/ flexible

**NAMES AND ADDRESSES OF REFEREES**

1. Mr.J. B. Hayfron- Acquah

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1. Mr. Yaw Nimo-Baffour

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1. Mr. Robert Osei-Owusu

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