**Mary Agyeman**

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| **Objective** | To obtain employment with a well-established Organization that will allow for application of acquired skills and knowledge, as well as provide a better career development and professional progression. |
| **Experience** | **July (2011) – To Date KNUST, KUMASI**  **Senior Administrative Assistant**   * Performing Administrative Duties * Organization of mature students interview for admission * Handle all inquiries within my capacity and direct same to appropriate quarters * Compose correspondence for the Head of Department signatory * Maintain calendar and ascertain which events requires the Head’s presence * Prepare student’s attachment letters to various wood industries * Prepare recommendation letters for past students * Maintaining the itinerary of the Head of Department   **August (2007) – March (2009) Express Funds Int. Ltd, (UK)**  **Customer Service Representative**   * Performing Administrative Duties * Attending to Queries * Forwarding Queries * Creating of Transactions   **Special Responsibility**   * Head of Customer Service * Writing of Daily Report * Forwarding Staff Grievances |
| **October (2006) – July (2007) National Service Secretariat, Accra**  **Secretary to the Regional Co-ordinator**   * Performing Administrative Duties * Attending Orientation Programmes |
| **May – October (2003) Affiliated Computer Service (ACS-BPS), Accra**  **Data Entry Clerk**   * Entering Information on Health * Attending to Queries * Forwarding Queries * Performing Administrative Work |
| **May – August (2004) Krif Ghana Limited, Accra**  **Secretary to the Chairman**   * Receiving and Sending of E-mail * Performing Administrative Work |
|  | **May – August (2005) Ghana Broadcasting Corporation, Accra**  **Secretary to the Ag. Director of Television**   * Designing of Quarterly Programmes * Writing of Daily Programmes * Performing Administrative Work * Writing of Daily Programmes |
| **Education** | **2009 – 2012 UNIVERSITY OF CAPE COAST**  **BACHELOR OF MANAGEMENT STUDIES**  **2003 – 2006 Kumasi Polytechnic**  **HND SECRETARYSHIP AND MANAGEMENT STUDIES**    **2000 - 2002– Oda Secondary School**  **BUSINES, SECRETARIAL OPTION** |
| **Computer Literacy** | Proficient in MS word, Excel, Access, Windows, Publisher, Power Point, E-mail & Internet Application. |
| **Referees** | **MR.KWAME FOSU AGYEN MR. FRANCIS AMOAKO-ATTAH**  THE REGIONAL CO-ORDINATOR POTAG CHAIRMAN  NATIONAL SERVICE SECRETARIAT KUMASI POLYTECHNIC  P. O. BOX 46 P. O. BOX 854  ACCRA KUMASI  TEL: 021-235032 TEL: 051-22387 / 22388  MOB: 024-2262563 MOB: 027-7402507  **MRS. OPHELIA NKANSA-GYANE DR. N. A. DARKWA**  OPERATIONS DIRECTOR SENIOR LECTURER  EXPRESS FUNDS INT. LTD. DEPT. OF WOOD SCIENCE AND TECH.  392 KINGSLAND ROAD KNUST  LONDON E8 4AA KUMASI  TEL: +4402079239911 MOB: 0244770001 |