**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 CHAIRMANNATIONAL SERVICE SECRETARIAT KUMASI POLYTECHNICP. O. BOX 46 P. O. BOX 854ACCRA KUMASITEL: 021-235032 TEL: 051-22387 / 22388MOB: 024-2262563 MOB: 027-7402507**MRS. OPHELIA NKANSA-GYANE DR. N. A. DARKWA**OPERATIONS DIRECTOR SENIOR LECTUREREXPRESS FUNDS INT. LTD. DEPT. OF WOOD SCIENCE AND TECH.392 KINGSLAND ROAD KNUSTLONDON E8 4AA KUMASITEL: +4402079239911 MOB: 0244770001  |