

NAA DEDE AYENSU

Kumasi, Ghana

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PERSONAL SUMMARY

A dedicated, meticulous, and versatile professional with 5 years of administrative experience at KNUST, showcasing strong organizational and management skills. Also certified in Health and Safety Management, Hazards at the Workplace, Electrical and Fire Safety, and Mental Health from IPED-UK. Possess excellent communication skills and a commitment to contributing to the administrative excellence of any organization that will foster my career growth.

EDUCATION

January, 2026 – Present	Master of Science - Management and Human Resource Strategy Kwame Nkrumah University of Science and Technology (KNUST). Expected Graduation: March, 2026
August, 2015 – May, 2019	Bachelor of Arts - English Kwame Nkrumah University of Science and Technology (KNUST)
October, 2011 – May, 2014	West African Senior School Certificate – General Arts St. Louis Senior High School, Ashanti Region

WORK EXPERIENCE

April, 2023 – Present	Acting Administrative Assistant (Oversight Duty) Department of Food Science & Technology, KNUST <ul style="list-style-type: none"> Oversee general administration of the office Serve as secretary for various statutory committees, fulfilling duties such as maintaining records, preparing agendas, and disseminating reports.
September, 2021 – April, 2023	Laboratory Co-ordinator Department of Food Science & Technology, KNUST <ul style="list-style-type: none"> Issuing invoices and certificates of analysis for clients Preparing requests for the procurement of lab supplies
September, 2019 – August, 2021	Administrative Assistant (National Service) Department of Food Science & Technology, KNUST <ul style="list-style-type: none"> Keeping a diary of activities Printing, photocopying and scanning of documents Circulating agendas and reports

VOLUNTEER SKILLS

April, 2023 – Present	Secretary, Events and Short Course Committee , Department of Food Science and Technology, KNUST
April, 2023 – Present	Secretary, Welfare Committee for Staff , Department of Food Science and Technology, KNUST

April, 2023 – Present

Content writer, Web Content Management Committee,

Department of Food Science and Technology, KNUST

February, 2023

Member of Documentation & Magazine Development Team

KNUST Food Festival Committee

May, 2023

Organizing Team member for KNUST Food Hygiene short course

KEY QUALITIES AND SKILLS

- Effective Communication
- Attention to detail
- Effective Time Management
- Adaptability
- Leadership and Coordination
- Proficient in Microsoft Word, Excel and PowerPoint
- Minuting
- Documentation and Record-keeping
- Expertise in Health, Safety and mental well-being
- Digital content creation

CERTIFICATION AND TRAINING

September, 2023

Certificate in Gender Smart Leadership Short Course for Female Professionals, KNUST

19th November 2022

Quintessential Lady Workshop by Sika Goka
Sika Goka Etiquette Consulting

April, 2022 – June, 2022

iPED Diploma in Mental Health
Institute for Professional and Executive Development, UK

January, 2022 – March, 2022

iPED Diploma in Electrical and Fire Safety
Institute for Professional and Executive Development, UK

Sept, 2021 – Nov, 2021

iPED Diploma in Hazards in the Workplace
Institute for Professional and Executive Development, UK

June, 2021 – August, 2021

iPED Diploma in Health and Safety Management
Institute for Professional and Executive Development, UK

HOBBIES AND INTEREST

Creating content on Basic Etiquettes for my social media handles

Reading books on Courtesy, Leadership and Family life

REFERENCES

Isaac W. Ofori, PhD

Associate Professor, Department of Food Science and Technology, KNUST

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