

PERSONAL DETAILS

Sex: Male

Marital Status: Single

Nationality: Ghanaian

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

OBJECTIVES

- To be an assiduous, result-oriented person having extreme passion for excellence.
- Contributing positively to any organization I find myself in, impacting it with my abilities and selflessness, driven by a strong sense of loyalty.

EDUCATION

- **University For Development Studies**
Integrated Management studies
(BA) [REDACTED]
- **Navrongo Secondary School**
WASSCE
[REDACTED]

OTHER TRAINING

- **Conference And Seminars**
I have attended numerous conferences and seminars, just to name a few:
 - Project Management Conference – British Council, 2013
 - Eworks Training – National Information Technology Agency, 2014
 - MDA Digitization Workshop – World Bank and Rockefeller, 2014

EMPLOYMENT EXPERIENCE

- **National Service, National Information Technology Agency(Ministry of Communications)**

2014 - 2015

Occupied an Administrative role
I report to the agency coordinator

-Duties:

- i. Preparation and disbursement of memos
- ii. Preparing of monthly report on projects.
- iii. Filling and writing of official letters.

• Third Trimester Field Practical Program (UDS Development Workshop)

2010 - 2011

-Duties:

- I. Community profile
- ii. The Identification of problems and potentials of Ying community
- iii. Proposal Writing

Internship

- Ministry Of information (Accounts Office)

2012

-Duties:

- I. preparation of memos.
- ii. Book entries
- iii. Record keeping

- Peto Investment Limited (Accounts Department)

2013

-Duties:

- i. Keeping records of farm inputs.
- ii. Fuel disbursement to farm operators.
- iii. Leading farmers to take a memorandum of understanding.

VIRTUES

- Effective Communication
- Good Human Relations
- Proactive
- Innovative
- Team Player

HOBBIES

- Football
- Golf
- Reading

EXTRA CURRICULAR ACTIVITIES

Member of Business students Association (University for Development Studies)

Debate Club member (Navrango Secondary School)

House Arbitrator (Abatey House, Navrango Secondary School).

REFEREES

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
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