

CURRICULUM VITAE

(MS. KATE AFRAM)

PERSONAL INFORMATION

Name: Ms. Kate Afram

Gender: Female

Profession: Administrator

Marital Status: Single

Address: P. O. Box 214 Sunyani, Bono Region, Ghana West Africa.

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Date of Birth: 23rd August 1989

Nationality: Ghanaian

RESEARCH INTEREST AND CAREER OBJECTIVE

My research interest is towards Human Resource specifically in the area of Human Resource practices. I am passionate in meeting opportunities and being in environment that promotes learning, inspiring and growth oriented to improve my knowledge in my field of study and solutions to societal problems.

EDUCATION

August 2021: Professional Certification Programme (Chartered Institute of Human Resource Management, CIHRM) at the Institute of Human Resource Management Practitioners, Ghana.

2017 September to Date University of Cape-Coast, Ghana
MBA Human Resource Management

Dissertation title: "**Talent Management and Lecturers' intentions to stay at University of Energy and Natural Resources**"

Supervisor: Prof. Daniel Agyapong

Sept 2015 – June 2017 Valley View University, Techiman, Campus
BBA, Human Resource Management.

Dissertation title: "**Consumers' perception of attributes and related benefits of soy and its consumption in Ghana (A case study Techiman Municipality)**"

Supervisor: Mr. Lurther Ntim Adjei

Overall grade: A

August, 2011- Sept, 2014 Sunyani Technical University
HND Secretary ship and Management Studies

Dissertation title: "The prospect and challenges of secretaries in office administration and management of Brong-Ahafo Region"

Supervisor: Dr. Lord Antwi

Overall grade: A

WORK EXPERIENCE

June 2016 to-date: Senior Administrative Assistant, University of Energy and Natural Resources.

February 2015: Regional Secretary, National Service Personnel Association, (NASPA) Brong -Ahafo Region.

January 2015: National Service Personnel Financial Controller Sunyani West District.

September 2014 to August 2015: National Service Person University of Energy and Natural Resources (Main Registry).

- Filing
- Typing of memos and letters
- Receiving and recording letters within and outside the institution
- Receiving and welcoming visitors, as well as directing them to the right offices. (Reception)

June to August 2013: Attachment

Capital Rural Bank, Abesim agency (Human Resource Division)

- Receiving and welcoming customers to feel at ease
- Filing
- typing letters and memos

July to September 2012: Attachment

Capital Rural Bank, Abesim agency (Credit Department)

- Receiving and welcoming customers to feel at ease
- Assisting customers to write their savings and withdrawal books

- Opening account for customers
- Typing daily transactions of mobile bankers on excel
- Assisting customers in filling their loan forms

Workshops, Conferences, Symposium and Training Programs

Participant and Resource Personnel in the following training programs organized by University of Energy and Natural Resources (UENR):

- AfriGEOSS Symposium at Tyco city Hotel – Sunyani, Local Organising Secretary(12th -16th June 2016)
- 4th Ghana Renewable Energy Fair held at Accra International Conference Centre (9th -11th October, 2018)
- Mentorship and career Development Training Program at Sunyani (30th -31st October, 2019)
- Workshop with deputy/Senior Assistant Registrars o various Schools and departments held at Kwame Nkrumah University of Science and Technology (KNUST)(12th -16th June 2019)
- 2nd International Conference on Engineering Applied Sciences and System Modelling ICEASSM'2019 (Usher) (11th 13th December, 2019)

Dissertations

- I have co-authored a project work on the topic: Assessing the “Prospects and Challenges of Secretaries in Office Administration and Management”. A case study of Brong- Ahafo Regional Co-coordinating council. (HND Thesis)
- Consumers' perception of attributes and related benefits of soy and its consumption in Ghana: case study Techiman Municipality (BBA Thesis)
- Talent Management and Lecturers' intentions to stay at University of Energy and Natural Resources (MBA Thesis)

LEADERSHIP AND ADMINISTRATIVE EXPERIENCE

- 2013 to 2014: Students Representative Council (SRC), General Assembly Clerk, Sunyani Technical University
- 2013 to 2014: Choir Mother, National Union of Presbyterian Students Ghana (NUPSG), Sunyani Technical University
- 2011 to 2014: Class representative (Secretary ship & management students), Sunyani Technical University

LANGUAGE SKILLS

- English
- Akan (Twi)

COMPUTER LITERACY

- Basic knowledge in Microsoft Office(Word, Excel and PowerPoint)

STRENGTHS/SKILLS

- Adaptable

- Analytical in problem solving
- Good customer relation
- Work well under pressure
- Excellent Verbal and Communication skills
- Self-motivation, Team spirit and Innovation.
- Leadership qualities.

HOBBIES / INTERESTS

- Teaching, reading publications and books
- Evangelism and counseling
- Cooking

REFEREES

Dr. Mark Amo-Boateng

Lecturer, Department of Energy & Environmental Engineering

University of Energy & Natural Resources - Sunyani-Ghana

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Mr. Hayford Asare

Senior Assistant Registrar

Head, University relations Office

University of Energy and Natural Resources- Sunyani-Ghana

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Ms. Yvonne Claire Dumenu

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