

CURRICULUM VITAE
DANKWAH ENOCK

Email: dankwah.enock@gmail.com

Tel: 0243231421

PERSONAL PROFILE

DATE OF BIRTH: 28th October, 1986

NATIONALITY: GHANAIAN

MARITAL STATUS: SINGLE

RELIGION: CHRISTIAN

LANGUAGE SPOKEN: English, and Twi

CAREER OBJECTIVE:

To obtain a position where I could effectively apply my skills and knowledge I have acquired to help in the development of a conducive environment necessary for the academic and personal growth of students.

WORK EXPERIENCE

INSTITUTION

(2018 - Date)

SENIOR HALL ASSISTANT (CONTRACT STAFF) – UNIVERSITY OF ENERGY AND NATURAL RESOURCES

- Check students in and out of the residence hall, including distribution and collection of keys
- Assist students with academic, personal and social concerns, making timely referrals as necessary
- Making sure students do not send their keys outside the hostel
- Respond to crisis situations and confronts inappropriate behavior in a timely, effective manner
- Submit documentation of incidents reports and all other forms that occur from time to time
- Submit reports and follows-up of maintenance for the hall
- Taking inventories
- Supervise the work of the cleaners at the hostel
- Any other responsibilities from time to time

(MAY 2018- OCTOBER, 2018)

YOUTH IN AFFORESTATION (FOREST SERVICE DIVISION), SUNYANI DISTRICT

- ❖ Supervising and directing other workers in the forest plantation
- ❖ Any other responsibilities assigned from time to time

(2015 - 2016)

KWATWOMA SENIOR HIGH SCHOOL (NATIONAL SERVICE)

- ◆ Teaching students Economics
- ◆ Counselling students on certain social vices that occur from time to time
- ◆ Other responsibilities assigned from time to time

(OCT 2010 –AUG 2011)

VANGUARD LIFE ASSURANCE

- Sales agent
- Educating clients on the need for insurance
- Helping clients to retrieve their claims when it is due

(2008) **OKOMFO ANOKYE TEACHING HOSPITAL (INTERNSHIP)**

- ✓ Attending and organizing patient flow
- ✓ Entering and retrieving patient insurance information
- ✓ Filing and updating patient's medical records

EXTRACURRICULAR EXPERIENCE

- Assistant class representative (Catholic University of Ghana, Fiapre)
- Assistant House Prefect (Kumasi Secondary Technical)

SKILLS, KNOWLEDGE AND ABILITIES

- Good human relationship
- Ability to communicate effectively with students, staff and parents
- Good Judgment
- Attentive to details
- Problem Solving skills
- Good Negotiation skills
- Computer Literate (Microsoft Excel, Microsoft word)
- Good presentation skills

EDUCATIONAL BACKGROUND

2019 – 2020 Master of Public Administration – KNUST, Kumasi

(Major Academic course: Public Policy, Organizational Theory and Behavior, Ethics in Public Administration, Human Resources Management, Public Relations and Public Procurement)

2011 – 2015 Bachelor of Science in Economics and Business Administration

(Major Academic course: Econometrics, Economic Theory, Macroeconomics And Microeconomics, Management In Information System)

2004 – 2007 WASSCE – Kumasi Secondary Technical School

REFEREES

Miss Abena Ahenkorah

Manageress

UENR Getfund Hostel

Mobile: 0209579613 / 0543920634

Dr. Dan Kipo

Lecturer

KNUST

Tel: 0209128873 / 0557829586