

VICTORIA LARIBA AWIDANA

PERSONAL INFORMATION

Nationality: Ghanaian
Address: C/O P.O. Box 1827, Sunyani Brong Ahafo
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EDUCATION Certificates

2018-2020: **Bachelor of Technology in Procurement and Supply Chain Management**
Sunyani Technical University
Sunyani -Ghana

2012 – 2015: **Higher National Diploma in Marketing**
Sunyani Polytechnic
Sunyani – Ghana

2005 – 2008: **West African Senior Secondary Certificate Examination**
Rock Foundation Senior High
Bolgatanga – Ghana

3. WORK EXPERIENCE/POSITIONS HELD

2018-Date HALL ASSISTANT – Contract staff

Main duties:

- Checking students in and out of the residence hall, including distributions and collection of keys as necessary.
- Assisting students with academic, personal and social concerns, making timely referrals as necessary.
- Communicating and promoting the mission and policies of the Residence Life Office, Division of Student Affairs' and the University.
- To Promotes an environment that is conducive to academic and social development.
- Supervising cleaners and labourers to ensure they do their work diligently
- Receive and dispatch letters
- Assisting in the opening of the residence Halls before the Semester begins and closing it up after it ends.
- Reporting missing, broken and malfunctioning Equipment to the appropriate office to be fixed.
- other duties as assigned by my superior officers

2016- 2018 Administrative Assistant [voluntary service]

Receptionist - MAIN ADMINISTRATION

University of Energy and Natural Resources

Main duties

- Welcoming visitors and directing them to appropriate offices.
- Receiving incoming calls.
- Receiving all sort of parcels.
- Support in organizing meetings such as (Council Board, Departmental) among others.
- Making sure the reception is kept clean and in order.
- other duties as assigned by my superior officers

2015-2016 Administrative Assistant [National service]

(Receptionist - GREENER FM STUDIO)

Main duties

- Welcoming visitors and directing them to appropriate offices.
- Receiving incoming calls.
- Receiving all sort of parcels.
- Support in organizing meetings such as (council, board, departments) among others.
- Making sure the reception is kept clean and in order.
- other duties as assigned by my superior officers

2011-2012 Kuapaye Printing Press, Sunyani

Main duties (Customer Care Service Personnel)

- Recording customer' s transactions (receipts, posters, flyers).
- Ensuring customers satisfactory and timeliness on requests made.
- Resolving customer' s complaints appropriately.
- Making deliveries to customers at their door-step.

2009 Bomber rack Company, Sunyani

(September-November)

Main duties: Sales Personnel

- Interacting to customers about what we have in stock.
- Giving detailed information about the products, its use and how it can satisfy their need.
- Presenting product to customers for cash.
- Making an account on total sales to the manager.

4. RESEARCH WORK

- Assessment of Radio Listening, Unpublished Thesis.
Pattern among Market Women in Sunyani Municipality, Unpublished Thesis. (2015)
- Assessing Storage and Material handling in stores in Sunyani medical stores.(2020)

5. PROFESSIONAL SKILLS

- **Computer Skills:**
 - Excellent command and use Microsoft Office (Word, Excel, and PowerPoint)
- **Personal Skills and Competence:**
 - Excellent interpersonal relationship, organisational, negotiation and communication skills
 - Ability to work under pressure and meet deadlines with little or no supervision.
 - Efficient in the recording and management of data/information.
 - Easily adaptable to changing organisational environment
 - Timely and accurate completion of tasks
 - Ability to work as a team and as an individual.
- **Technical Skills and Competence:**
A strong background in Computer science

- **Language Spoken**

LANGUAGE	PROFICIENCY		
	<i>Speaking</i>	<i>Reading</i>	<i>Writing</i>
English	Very Good	Excellent	Excellent
Twi	Very Good	Good	Fair
Kussasi	Very Good	Good	Fair

6. HOBBIES AND INTEREST

- Music
- Travelling
- Cooking

8. REFEREES

Name: Madam Abena A. Ahenkorah
Address: University of Energy and Natural Resources, Sunyani, Ghana.
Tel/Mob: +233-207871498
Position : Junior Assistant registrar(Getfund Hostel)

Name: Mr. Hayford Asare
Address: University of Energy and Natural Resources, Sunyani, Ghana
Tel/Mob: +233-209595695
Position : Senior Assistant Registrar (General Administration)

Name: Mr David Twumasi Ankrah
Address: University of Energy and Natural Resources, Sunyani, Ghana.
Tel/Mob: +233-207871498
Position : Junior Assistant registrar(Getfund Hostel)