

**CURRICULUM VITAE**  
**AKUA YIRENKYIWA ANIAPAM**  
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**CAREER OBJECTIVE**

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To secure a position in operations with an optimal aim of becoming an operations manageress.

**PERSONAL DETAILS**

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Date of Birth: 30<sup>th</sup> September, 1987

Marital Status: Married

**EDUCATIONAL BACKGROUND**

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**SEPT.2007- JULY 2011 - University for Development studies, Tamale: Bsc. Agricultural technology(*Second Class Upper Division*)**

***PROJECT WORK***

Assessment of soilnutrient content of continuously farmed and fallowed land using maize as a test crop

**2003-2006 - Sunyani Secondary School: WASSCE (Agricultural science)**  
Agricultural science- Chemistry, Physics, General Agriculture and Horticulture

**WORKING EXPERIENCE**

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**JULY, 2021-date UNIVERSITY OF ENERGY AND NATURAL RESOURCES**

**DESIGNATION - SENIOR ASSISTANT CURATOR**

***Job Description***

- Monitoring and evaluation of activities in the plant nursery
- Develop and maintenance of basic record keeping system of tools & materials
- Inspect premises to assess the need for the establishment of new lawns and hedges
- Ensure that the campus landscape is conducive for both staff and students.
- Train and supervise curatorial, technical, research and interns.
- Authorize the purchase and sale of ornamental plants in the nursery.
- Schedule events & organize meetings/ details including refreshment, entertainment etc.
- Assist in administrative roles

**SEPTEMBER, 2018 –  
JUNE, 2021**

**NABCO PERSONNEL: MINISTRY OF FOOD AND  
AGRICULTURE: MARKET SERVICE UNIT**

**DESIGNATION – MARKET ENUMERATOR**

*Job Description*

- Collection of daily data on prices of goods in the market
- Organizing programs and training for market women
- Assisting and updating farmers on the changes in prices of goods in the market.
- Preparation of weekly and monthly market price information report.
- Liaising with farmers and market women on the prices of their produce
- Follow-up on goods from the farm gate to the market
- Monitoring of changes in produce over a period of time

**DECEMBER 2012 TO  
DECEMBER 2013**

**WIENCO GHANA; MASARA N'ARZIKI FARMERS  
ASSOCIATION (OPERATIONS)**

**DESIGNATION – OPERATIONS OFFICER**

*Job Description*

- Responsible for Data entry and analysis of the organization
- In charge of monitoring the transportation of produce
- In charged/ responsible for inventory and stock management
- Handled operational accounts
- Liaised with third parties
- In charged of the management of field vehicles and resources
- Managed Stock and accounts
- In charge for all logistical activities
- Assisted in the disbursement, and accounting of operational funds from the zones to the operations manager
- Assisted with secretarial roles
- Followed-up on field technical officers to ascertain results.
- Managed waybills.
- Involved in inspection of maize in terms of quantity and quality in the warehouse.

**NATIONAL SERVICE PERSONNEL, FOREST**

**OCTOBER 2011 TO  
AUGUST 2012**

**SERVICES DIVISION**

*Job Description*

- Assisted in budget preparation for operational activities
- Recorded/took minutes of proceedings of meetings, seminars/workshops
- Wrote quarterly reports
- Carried out stock survey Processing and interpretation of satellite imageries with GIS
- Produced GIS maps such as yield maps, stock maps among others for the organization.
- Conducted suitability analysis with GIS and Remote Sensing
- Identified areas within forest reserves where economic species were most threatened
- Monitored plantation activities
- Nursed seedlings for plantation establishment
- Assisted in the supervision of nurseries
- Assisted in the education of forest fringe communities in plantation development.

**FORESTRY COMMISSION: GEOGRAPHICAL  
INFORMATION SYSTEM (GIS UNIT)  
INDUSTRIAL ATTACHMENT**

**JUNE 2007- AUGUST  
2009, FOR THREE  
CONTINUOUS  
YEARS**

*Job Description*

- Inspected ranges on receipts of forest offences
  - Visited the ranges on receipts of offences and reports submitted on findings
  - Assisted in the development, supervision and monitoring of reforestation areas
  - Assisted in the selection of sites for plantations establishment
  - Educated the forest fringe communities on forest resources conservation
  - Vetted log measurement conveyance certificate (LMCC) and tree information form (TIF).
  - Reconciled log measurement conveyance certificate (LMCC) and tree information form (TIF).
  - Demarcated plantation sites using GIS application
  - Conducted enrichment planting in forest reserves
  - Carried out stock survey
  - Conducted check surveys
  - Conducted pre-felling exercise
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## **POSITIONS HELD**

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2009- 2011	Christ Family Campus Ministry (Treasurer)
2010- 2011	Renewable Natural Resource Students Association (Planning committee member)
2009-2010	Richmond Hostel (Secretary)

## **CAPABILITY STATEMENT**

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I am smart, fast learner and hardworking. I have excellent communication and interpersonal skills as well as the ability to work with minimum or no supervision. I am results and detail oriented, a team player, an organizer, and very dependable. I maintain high ethical and moral standards.

## **SOFTWARE EXPERIENCE**

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Very proficient in MS Word, Excel, Outlook, Internet and Agribusiness System

## **LANGUAGES**

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English, Fante and Twi

## **HOBBIES**

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Playing table tennis, Reading and Gardening.

## **REFERENCE**

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1. Prof. Adekoya Adebayo Felix, Pro Vice Chancellor, University of Energy and Natural Resources .  
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2. Dr. Martin Kyere Domfe, Research Fellow, University of Energy and Natural Resources  
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