
CURRICULUM VITAE
ADJEI FRIMPONG RANDY

PERSONAL INFORMATION

Address:

P.O. Box 620
Sunyani, Bono Region

E-mail:

nana.adjei77@gmail.com

Tel/Mobile:

(+233)-201240574

Sex: Male. **Date of birth:** 11 April 1994. **Hometown:** Sunyani. **Nationality:** Ghanaian

PERSONAL PROFILE

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. As a graduate, I am excellent in working with others to achieve a certain objective on time and with excellence.

CAREER OBJECTIVE

To work in any institution or organization where I can employ my skills, knowledge and diverse experiences for the general benefit of the organization to achieve excellence and improve, by working hard and welcoming assistance and by the regular upgrade of knowledge and capabilities through training and seminar to ensure the overall success of the institution

EDUCATION

Certificates

2014 – 2019: **Bachelor in Business Administration**

University of Professional Studies
Accra– Ghana

2009– 2013: **West African Senior Secondary Certificate Examination**

Sunyani Senior High School
Sunyani - Ghana

2006-2009. **Basic Education Certificate Examination**

St Mary's junior high school Sunyani

WORK EXPERIENCE Currently: UNIVERSITY OF ENERGY AND NATURAL RESOURCES

Hall Assistant (University of Energy and Natural resources-GET Fund Hostel)

- Drafting of Memos and maintaining files
- Records Keeping
- Hall Assistance
- Supervising workers in charge of daily maintenance of the hostel

2018

National service

(September-Aug) **University of Energy and Natural resources-GET Fund Hostel**

- Drafting of Memos and maintaining files
- Records Keeping
- Hall Assistance
- Supervising workers in charge of daily maintenance of the hostel

2017-2017

(Internship)

(June-July)

National Health Insurance Scheme

Sunyani, Bono Region

- Collecting and analysing of data
- Book keeping.
- Biometric Registration
- Reaching out and Education

RESEARCH WORK

- Effects of Labour Outsourcing on Production. A study of 5 Selected

Manufacturing Companies in Madina. Unpublished Thesis.

PROFESSIONAL SKILLS

• Computer Skills:

- Excellent command and use Microsoft Office

(Word, Excel, Database and PowerPoint)

• Personal Skills and Competence:

- Human Resources
- 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
- Fervent commitment to the attainment of organisational goals
- Ability to work as a team and as an individual
- Innovative, creative and multitask oriented

• **Technical Skills and Competence:**

- A strong background in management

• **Language Spoken**

LANGUAGE	PROFICIENCY		
	<i>Speaking</i>	<i>Reading</i>	<i>Writing</i>
<i>English</i>	Excellent	Excellent	Very good
<i>Twi</i>	Excellent	Excellent	Very good

6. HOBBIES AND INTEREST

- Music
- football

7. REFEREES

Name: Mss Abena A. Ahenkorah
Position: Junior Assistant Registrar
Address: University of Energy and Natural Resources, Sunyani, Ghana.
Tel/Mob: +233-543920634
E-mail: abena.ahenkorah@uenr.edu.gh

Name: Mr Frederick Doe
Position: Institute of Professional Studies Director(UPSA)
Address: University of Professional Studies, Accra, Ghana.
Tel/Mob: +233-244733613
E-mail: Frederick.doe@upsa.edu.gh

Name: Mr. Obed Addo
Position: Senior Accounting Assistant
Address: University of Energy and Natural Resources, Sunyani, Ghana.
Tel/Mob: +233- 546693646
E-mail: Obedaddo96@gmail.com