

MR. CLIFFORD ASOMAH KYERE

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Date of Birth: 1st May 1988 **Nationality:** Ghanaian

CAREER OBJECTIVE

To take up a challenging position to enable me deploy my knowledge, skills and abilities for the attainment of the mission, vision and objectives of the organization and for the development of Ghana.

EDUCATION & QUALIFICATION

July 2021	MBA. Strategic Management Valley View University
May 2012	BA. Geography and Resource Development with Linguistics. University of Ghana – Legon.
March 2010	Certificate in Online Computer Driving Licensed Programme (eCDLP) – Introduction and Intermediate in MS Word, Excel, PowerPoint and Internet. University of Ghana – Legon.
2003 – 2006	West African Senior High School Certificate- General Arts. Dormaa Secondary School – Dormaa Ahenkro
2000 – 2003	Basic Education Certificate Examination (BECE) Demonstration Junior High School – Berekum

PROFESSIONAL EXPERIENCE

June 2018 to Date

Senior Administrative Assistant

University of Energy and Natural Resources, Sunyani
Registrar's Offices-Human Resources Division

- Scheduled officer for Human Resources Information Management System (HRIMS).
- Laise with other officers to provide up to date staff records.
- Assist in organizing Meetings, Trainings and Workshop for staff.
- Serves as a recorder to the Appointment and Promotions Committee for Senior and Junior Staff.

Nov. 2015 to June 2018

Programme Officer (Administrator)

Non- Formal Education Division - Ministry of Education, Sunyani Municipal Office.

- Office Administrator
- Coordinating and supervising field officers in charge of the functional literacy class and other literacy activity.

2010 to Date

Shop Assistant

Oppong Chemicals – Berekum

- Customer service, attending meetings, running errands, shelves arrangement mentainance.

Sept. 2012 to Aug. 2013 **Tutor and Research Assistant**

Institute of Continuing and Distance Education –
University of Ghana, Sunyani Center

- Thought Economics, Geography and Government at DBS and Remedial Class respectively.
- Assisted in researching and proposing of internal modules for Commonwealth Youth Programme (CYP).

- Led a team of service personnel in researching and proposing pragmatic measures of revamping the center for effective academic work.

December 2012 **Verification Officer**

Electoral Commission of Ghana – Berekum West Constituency.

- Responsible for the scanning of barcode against registered voters name in voters register and authentication of fingers prints before voting.
- Assisted in counting of ballot papers after the voting process.

June 2010 – Aug. 2010 **Methodist Senior High and Technical School – Biadan, Berekum**

Tutor (Internship): Geography and Social Studies.

June 2009 – Aug. 2009 **Ministry of Food and Agriculture (MoFA) Berekum Municipal Directorate**

Field Assistant (Internship): Assisted in most field work including the 2009 Coppicing and Peste des Petits Ruminants (PPR) Project in Berekum.

SERVICE TO COMMUNITY

Chairman, Senior Staff Association-Universities of Ghana (SSA-UoG), UENR Local, December 11, 2021 to date.

Electoral Commissioner, Registrar's Offices Welfare Scheme, UENR, August 20, 2021 to date.

Member, *Planning Committee for the Tenth Anniversary Celebration*, UENR, July 2021 to date.

Member, *Board of Nominators (Statutory Committee of Council)*, UENR, February 2021 to Date.

Member, *Committee to Assess and Evaluate the 2021 Recruitment Exercise*, Human Resources Division, UENR, May 20 to June 30, 2021.

Chairman, Federation of Universities Senior Staff Association (FUSSAG)-UENR Local, November 04, 2020 to December 11, 2021.

Recorder, Appointments and Promotions Committee for Senior and Junior Staff, UENR, October 2019 to September 2020.

Chairman, *Vehicle Feasibility Study Committee (FUSSAG-UENR Local)*, November 30 to December 30, 2019.

Secretary, *Investigative Committee on Perceived Appointments and Promotions Irregularities for Senior and Junior Staff (Set up by the Vice-Chancellor)*, November 2019 to December 2019.

Master of Ceremony, *UENR Basic School Training Workshop*, July 26, 2019.

SEMINAR/WORKSHOPS ATTENDED

“University Administrator in Challenging Times” June 23-24 2022. Administrators Conference 22 (organized by GAUA, UENR).

“Enhancing Staff Continuous Professional Development” October 28, 2021, HRD, UENR, Sunyani.

“Becoming a World Class University Administrator” September 07, 2021, Registrar's Offices Welfare Scheme, Sunyani.

“Mentorship and Career Development Workshop” October 30-31, 2019, Circle Institutional Strengthening programme (ISP), Sunyani.

“Three-Day understudy Workshop and Training” June 13 to June 15, 2019, KNUST-Kumasi.

“Developing your career in a dynamic and competitive environment-a key to the attainment of Industrial Goal” February 21, 2019, Sunyani.

MEMOS/PROPOSALS

“Institutionalization of University Social Day” October 2021

“Implementation of Employee Non-Disclosure Agreement Form” January 2021

UNIQUE COMPETENCE

Good communication and resourceful with significant aptitude in reasoning.

Adaptability, dependability and determined to get the job done.

REFEREES:

Mr. Alfred Ohenenana Appiah
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