# MR. CLIFFORD ASOMAH KYERE Post Office Box 262 Berekum Phone: 0559073295/0203460990 Email: legendvillage@gmail.com 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	<b>Basic Education Certificate Examination (BECE)</b> Demonstration Junior High School – Berekum

#### **PROFESSIONAL EXPERIENCE**

luna 2018 ta Data	Senier Administrative Assistant
June 2018 to Date	<ul> <li>Senior Administrative Assistant</li> <li>University of Energy and Natural Resources, Sunyani</li> <li>Registrar's Offices-Human Resources Division <ul> <li>Scheduled officer for Human Resources Information Management System (HRIMS).</li> <li>Laise with other officers to provide up to date staff records.</li> <li>Assist in organizing Meetings, Trainings and Workshop for staff.</li> </ul> </li> </ul>
	<ul> <li>Workshop for staff.</li> <li>Serves as a recorder to the Appointment and Promotions Committee for Senior and Junior Staff.</li> </ul>
Nov. 2015 to June 2018	<b>Programme Officer (Administrator)</b> <b>Non- Formal Education Division -</b> Ministry of Education, Sunyani Municipal Office.
	<ul> <li>Office Administrator</li> <li>Coordinating and supervising field officers in charge of the functional literacy class and other literacy activity.</li> </ul>
2010 to Date	Shop Assistant
	Oppong Chemicals – Berekum
	<ul> <li>Customer service, attending meetings, running errands, shelves arrangement mentainance.</li> </ul>
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 Deputy Registrar Center for Distance Education and E-Learning University of Energy and Natural Resources P. Box 214 UENR, Sunyani 0242543408 alfred.appiah@uenr.edu.gh

Dr. Solomon Fofie Acting Director University Health Directorate University of Energy and Natural Resources P. Box 214 UENR, Sunyani 0207470857/0246472141 solomon.fofie@uenr.edu.gh

Prof. Jones Lewis Arthur Associate Professor Sunyani Technical University Post Office Box 206 Tel: +233 (0) 244597296 jonesarthur2002@yahoo.co.uk