DAVID ABEAM TAKYI
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PERSONAL PROFILE

An enthusiastic Master's Degree holder and a Chartered Professional Administrator (ChPA) is looking for a managerial position that will utilize the knowledge, skills and abilities (KSA) acquired over the years. Very confident, adaptable and has interpersonal skills in dealing with people of all shapes of opinion. Possesses leadership, organizational and managerial capabilities. He has an excellent analytical ability and a team player.

EDUCATION

Kwame Nkrumah University of Science and Technology

Master of Science (Management and Human Resource Strategy)

2019-2021

Thesis: Effects of Supervisor Bottom-Line mentality on Employee Performance; Assessing Mediating and Moderating roles.

A case of University of Energy and Natural Resources (UENR) - Sunyani

Kwame Nkrumah University of Science and Technology-Kumasi

Commonwealth Executive Master of Public Administration (CEMPA)

2013 – 2015

Thesis: Community Participation in Potable Water Management

A case of Babatokuma Community in the Kintampo Municipality of Brong Ahafo Region of Ghana

University for Development Studies-Tamale

Bachelor of Arts, Integrated Development Studies (Planning and Rural Development Option)

(There was 6 months Integrated Field Practical Programme on Community Profiling, Identification and Observation of Problems, Potentials, Opportunities and Proposal Writing as an essential component of the academic curriculum of the University).

2006-2010

Wenchi Secondary School

Senior Secondary School Certificate Examination

2001-2004

WORK EXPERIENCE

JUNIOR ASSISTANT REGISTRAR- FACULTY OFFICER (SCHOOL OF SCIENCES)
University of Energy and Natural Resources (UENR)-Sunyani
May, 2018-July, 2020

Responsibilities

- ✓ Responsible under the direction of the Registrar for overseeing the administrative duties of the School, under the leadership of the Dean. Other duties include the following:
- ✓ Responsible for the co-ordination of all activities of the School
- ✓ Implementation of Policies and decisions of the School Board.
- ✓ Managing and Supervising the work of all non-teaching staff of the School
- ✓ Act as custodian of all records in the school on behalf of the Registrar.
- ✓ Serve as the Secretary to the School Board and ensure efficient administration and servicing of the other School Committees.
- ✓ Undertake any other tasks as may be assigned from time to time by the Dean, Registrar or any other person authorized to do so.

ASSISTANT REGISTRAR- ADMISSIONS OFFICER (ACADEMIC AND STUDENTS' AFFAIRS DIVISION)
University of Energy and Natural Resources (UENR)-Sunyani
August, 2020-Date

Responsibilities

- ✓ Manage Staff within the office
- ✓ Provide general assistance to the Head, Academic and Students' Affairs Division

- ✓ Liase with University Admission Committees in implementing regulations and policies on admissions as well as processing and issuing Admission Letters
- ✓ Maintain admission records and Statistics
- ✓ Assist with the organization of matriculation
- ✓ Liase with the Finance Office on Students' grants fees as well as act as a liason with Sponsors of Students' maintenance programmes among others
- ✓ Liase with the West African Examination Council (WAEC for the verification of results of prospective applicants
- ✓ Coordinate outreach programmes for admissions
- ✓ Perform any other duties that may be assigned by the Head of Academic and Students' affairs Division.

DEVELOPMENT PLANNING OFFICER - Techiman Municipal Assembly

November, 2012 – April 2018

Responsibilities

Generally, to contribute to the preparation, management and monitoring of development projects for accelerated economic growth and development.

Specifically;

- Plans and initiates structured research programmes for economic development planning purposes;
- Sensitizes staff and partners prior on the implementation of new economic development policies;
- Coordinates donor- funded programmes and ensures they are consistent with official policy directives; and
- Evaluates the programmes to assist in writing progress reports.

Enumerator

2010 Population and Housing Census (Sept-Oct 2010)

Responsibilities

- Listed house in the Enumeration Area
- Enumerated people in Enumeration Area
- Reporting back issues in the Enumeration Area to the census supervisor.

Supporting Staff

Wenchi Municipal Assembly (September 2010 – August 2011)

Responsibilities

- Assisted in the preparation of 2011 Annual Action Plan for Wenchi Municipality
- Assisted in writing minutes of the Assembly Meetings
- Performed any other duties assigned by the Municipal Development Planning Officer.

Registration officer

Nation Identification Authority (20th February – 1st March, 2012)

Responsibilities

Coordinated and supervised the registration at the centre by;

- Ensuring all eligible registrants are registered.
- Assisting registration assistant to answer questions from the public
- Accounting for all forms and materials allocated to the registration centre.
- Ensuring all registration materials are kept in safe custody after the day's work.
- Keeping accurate record of proceedings at the registration centre in the form that the National Identification Authority may prescribe.
- Promptly and in most practicable manner reporting all lapses at the centre to the Registration supervisor.

- Returning all registration forms and materials to the registration supervisor of the district at the conclusion of each registration.

Presiding Officer

2016 and 2020 General Elections

Responsibilities

- Setting up the polling station
- Taking proper custody of the biometric verification device (BVD), ballot boxes, ballot papers and all other materials required for the conduct of the poll.
- Supervising the work of polling assistants and promptly resolving any problems they encounter.
- Resolving problems relating to the verification of voters.
- Explaining decisions taken on any matter pertaining to the election to a candidate or polling agent, where necessary.
- Maintaining order at the polling station
- Undertaking thorough counting of the votes cast.
- Announcing the results of the election at the polling station.
- Dispatching ballot boxes and election materials to the returning officer after the poll.

OTHER CERTIFICATES (SHORT COURSES, WORKSHOPS AND SEMINARS)

Chartered Institute of Administrators and Management Consultants Accra- Chartered Professional Administrator (ChPA)
2019-2020
Musko Information Technology Centre (WA) - Computer Software Applications
2009-2010

2010 Population and Housing Census District Analytical Report Writing

Eusbett Hotel-Sunyani

Social Accountability Project Evaluation by Centre for Democratic Development (CDD) – Accra

Integrated Business Establishment Survey (IBES) by Ghana Statistical Service- Sunyani

Stakeholders Consultation on Decentralization Concept –Silicon Hotel- Kumasi

Multinational Statistical Capacity building Workshop- Noda Hotel-Kumasi

Project Management Certification Training- Institute of Project and Business Management-Accra

Good Assessment Practices in Higher Education: Improving Teaching and Learning Workshop-Sheila's Executive Hotel-Sunyani

The Employer's Expectations Today and Tomorrow–National Service Personnel Association (NasPa 2010/2011), Wenchi Municipal

Administrators Conference '22- Tyco City Hotel, 23rd-24th June, 2022

SKILLS AND ACHIEVEMENTS

I possess managerial and reporting skills, successfully prepared District Analytical Report of 2010 Population and Housing Census for Kintampo North (Published)

HOBBIES AND INTEREST

Debating, Listening to Music, Counseling students and young people, Have interest in Environmental Conservation.

SPECIAL SKILLS

I am highly skilled in the use of computers and internet, including Microsoft Office (such as Ms Word, Ms Excel, Ms PowerPoint) and internet searches. I learn very quickly, possess verbal and written communication skills. Ability to work under pressure and for long hours. Ability to work with or without supervision. I have a strong and pleasant personality with profound integrity.

REFERENCES

Professor Adebayo Felix Adekoya
Dean-School of Sciences
University of Energy and Natural Resources
Bono Region

Phone: 0546169166

Mr Elijah Joseph Mawutor – Assistant Director
Ministry of Local Government and Rural Development
Phone: 0243882220

Dr. George Kwadwo Anane – Senior Assistant Registrar
University of Energy and Natural Resources
Bono Region
Phone: 0244917590/0205297124