

AMA NTIWAA ANTWI-BOASIAKO PANFORD

PERSONAL DETAILS

- Date of Birth: 4th November 1995
- Nationality: Ghanaian
- Telephone: +233 24 740 1712 / +233 50 137 6147
- E-mail: panfordntiwaa@gmail.com / ama.panford@uenr.edu.gh

OBJECTIVE

I am a strong-willed and hardworking young lady with a passion for success. I am self-motivated and have a zeal to achieve results and to impart and impact other people's lives. I can work under pressure. I am a team player because I believe in teamwork as a product of success.

EDUCATION

- Kwame Nkrumah University of Science and Technology (KNUST) – 2020-2021 –POST-GRADUATE DEGREE (MSC. LOGISTICS AND SUPPLY CHAIN MANAGEMENT)
- Kwame Nkrumah University of Science and Technology (KNUST) - 2013-2017 - DEGREE (B. A GEOGRAPHY AND RURAL DEVELOPMENT)
- Kumasi Girls' Senior High School (Abrepo-Kumasi) - 2010-2013 - W.A.S.S.C.E
- KNUST Junior High School (Kumasi) 2007-2010 - B.E.C.E

POSITIONS HELD AND ACHIEVEMENTS

- Committee Member – SSA-UoG UENR Local Women's Commission – 2022 – to date
- Class Rep. Geography and Rural Development – 2015-2017
- Financial Secretary, Ushering Wing (Ghamsu – KNUST), 2015-2016
- Vice President, Child's Right International, 2012-2013
- Class Prefect (Arts 3, Kumasi Girls' SHS), 2011-2013

WORK EXPERIENCE

Senior Administrative Assistant

University of Energy and Natural Resources, Sunyani - February 2021 – To date

Duties

- Write memos, reports, and minutes for meetings.
- Dispatch letters to offices.
- Receive letters.
- Organize meetings and programmes.

NABCO Personnel

Department of Parks and Gardens, Accra (Stores Department) - September 2019 – January 2021

Duties

- Type and dispatch memos and letters.
- Keep a daily stock of items in the store.
- Keep records of items in the store ledger.
- Help in preparing an annual budget for the store.
- Help in distributing and keeping records of items given out and those coming in the store.
- Help in preparing contract documents for prospective suppliers.
- Receive and inspect items delivered by suppliers and process their documents for payment.

National Service Personnel

Ministry of Local Government and Rural Development Accra - September 2017 - July 2018

Duties

- Recording daily activities in the nurseries at the Department of Parks and Gardens.
- Typing and receiving letters.
- Inspecting garden sites managed by the Department of Parks and Gardens.
- Supervising and taking measurements of the road medians in Accra that are managed by the Department of Parks and Gardens.

Internship

Lands Commission, Kumasi - June – August 2015

Duties

- Dispatch of land survey documents to corresponding offices.
- Assisting in land search and land documentation.

Internship

Multimedia Group Limited (LUV FM & NHYIRA FM, Kumasi) - May-September 2014

Duties

- Assisting the human resource Manager in managing staff personal files.
- Assisting the front desk.
- Recording voiceovers for adverts and commercials.
- Assisting in events and taking part in outreaches.

Skills & Abilities

- Literacy in Computing (MS Office Applications)

- Fluent in English, Asante Twi
- Speech writing

Hobbies

- Reading
- Watching movies
- Acting

Leadership

- I efficiently and effectively use resources at my disposal to achieve results.
- I am a discerning individual with a zeal for achieving results irrespective of obstacles that may come my way.
- I am very passionate about my job and work to meet the clock.

REFERENCES

PROF. BERCHIE ASIEDU

HEAD, CENTRE FOR CLIMATE CHANGE AND GENDER STUDIES (3CGS)

UNIVERSITY OF ENERGY AND NATURAL RESOURCES, SUNYANI

berchie.asiedu@uenr.edu.gh

+233 24 484 1626 / +233 56 065 7877

SOLOMON PANFORD Esq. APR

REGISTRAR, UENR

SUNYANI

spanford@gmail.com

+233 20 811 5358/+233 50 134 9083

REV. EMMANUEL OFORI

HEAD OF STORES

DEPARTMENT OF PARKS AND GARDENS

ACCRA

+233 27 744 7175