

## **CURRICULUM VITAE**

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### **Personal data:**

Name: Diana Obeng  
Date of birth: September 01, 1988  
Postal address: P. O. Box 214, Sunyani Ghana  
E-mail: diana.obeng@uenr.edu.gh  
Phone: 0246761859  
Nationality: Ghanaian

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### **Career Profile:**

I am a highly motivated and well-organized administrative expert with five years' experience in general office management. Thrives on maintaining administrative records with uttermost confidentiality. A calm head and meticulous eye for detail, ensures that all duties are carried out to the highest possible standards and in allotted time frames with focus on delivering quality administrative support on a continuous basis.

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### **Core Attributes:**

- i. Adaptable to change and a highly versatile individual with skills and enthusiasm to try new things and thrive in new and challenging environments, fast learner and capable of working in a team and individually.
  - ii. Good written and oral communication skills
  - iii. Able to work long hours without physical stress
  - iv. Proficient in the use of data management software (MS Word, MS Excel, MS Power Point)
  - v. Good interpersonal relationship skills
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**Educational background:**

<u>Name of School</u>	<u>Date Attended</u>	<u>Course offered</u>
University of Cape Coast	2015 – 2018	MBA General Management
University of Education Winneba	2008 – 2012	B.A. Theatre Arts
Twene Amanfo Senior High/ Technical School	2004 – 2007	WASSSCE

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**Work Experience:****March 2020 – till date**

*Junior Assistant Registrar*, Registrars Offices – Human Resources Division, University of Energy and Natural Resources (UENR), Sunyani, Ghana. Core duties include:

**Duties:**

- i. Manage and respond to concerns, upgrade and promotion issues of Senior Members of the University.
- ii. Assist in recruitment, selection and interview processes.
- iii. Supervise subordinates.
- iv. Prepare for regular and emergency Committee meetings
- v. Prepare and write letters, Memos, Minutes, Reports etc.
- vi. Write papers on pertaining challenges and problems to inform policy and decision making by management.
- vii. Perform any additional duties that may be assigned to me.

### **September 2018 – till date**

*Principal Administrative Assistant*, Registrars Offices – General Administration Division, University of Energy and Natural Resources (UENR), Sunyani, Ghana. Core duties include:

- i. Arranging meetings in consultation with the Chairman/Secretary. Preparing agenda for meetings and distributing it to members, attending meetings and taking down minutes.
- ii. Dealing with correspondence referred by the Head of Department.
- iii. Supervising of subordinates/General Office
- iv. Assisting the Head of Department by handling most of the routine duties.
- v. Assisting the Transport Unit in managing the transport operations of the University.

### **September 2013 – September 2018**

*Senior Administrative Assistant*, Registrars Offices – School of Engineering, University of Energy and Natural Resources (UENR), Sunyani, Ghana.

Core duties:

- i. Organizing and preparing agenda for School Board and other Committee Meetings.
- ii. Recording and writing minutes at School of Engineering Board and School Appointments and Promotions Sub-Committee Meetings.
- iii. Typing of Memos, Letters, Reports and Proposals.
- iv. Documenting and Filing of Correspondence and Reports as well as retrieving documents as and when needed.
- v. Receive, process and dispatch all letters.
- vi. Acting as liaison between Staff, Students, Visitors and the Dean.

### **September 2012 – August 2013**

*National Service Person*, Library – University of Energy and Natural Resources (UENR), Sunyani, Ghana.

#### **Core duties:**

- i. Administrative duties-writing letters, memos and dealing with student enquiries.
  - ii. Cataloguing and classification, shelving, indexing, accessioning, and circulation of books.
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### **Committees Served**

- i. Served as a recorder to the School of Engineering Board, University of Energy and Natural Resource, Sunyani.
  - ii. Served as a recorder to the School Appointments and Promotions Sub-Committee – School of Engineering, University of Energy and Natural Resource, Sunyani.
  - iii. Served as the Secretary to the Department of Computer and Electrical Engineering Board, University of Energy and Natural Resource, Sunyani.
  - iv. Served as a recorder to the Security and Safety Committee at the University of Energy and Natural Resource, Sunyani.
  - v. Served as a recorder to the Health and Sanitation Committee at the University of Energy and Natural Resource, Sunyani.
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### **Training Attended**

#### **November 2018:**

One day training for Administrative Staff, University of Energy and Natural Resources, Sunyani on;

- i. Effective and Efficient Filing system
- ii. Writing good Minutes and Memos

- iii. Writing Good Reports
- iv. Working together as a Team in the Registrar's offices: Our Role in Building Effective Administration.

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**Workshops/Seminars Attended:**

- i. Graduate unemployment and the job market – **15<sup>th</sup> March, 2011**
- ii. Wealth Creation: Developing the habit, Basic Skills and knowledge in Savings, Investment, Insurance and Personal Planning – **25<sup>th</sup> February, 2012**

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**REFEREES:**

Prof. Nana Sarfo Agyemang Derkyi  
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University of Energy and Natural Resources, Sunyani  
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