

ADINKRA BAAH CONSTANCE
University of Energy and Natural Resources,
Post Office Box 214
Sunyani.

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E-mail: adinkraconstance94@gmail.com

PERSONAL DETAILS

Date of Birth 06/11/1993
Sex Female
Marital Status Married
Nationality Ghanaian
Language spoken English, Twi, Bono

PERSONAL SUMMARY

Passionate about keeping buildings and its immediate environment in a good state of condition in order to make it last for long and to add value to it. And also working effectively towards the attainment of organizational goals.

I aspire to contribute the knowledge and skills I have acquired through education, internships, National Service and Nation Builders Corps (NABCO), where these skills are relevant and appreciated. These skills include facility management, property investment, rent assessment, valuation, land management, monitoring of ongoing projects, landscaping and surveying.

Qualities such as Punctuality, Regularity, hardworking and Efficiency, which I possess, I believe are the key functions to organizational growth.

WORK EXPERIENCE

01/09/2017 - Till Date University of Energy and Natural Resources, Sunyani,

The University's Estate Office (National Service, NABCO and now a Permanent Staff)

Responsibilities

➤ Facilities Management (duties include)

- Assist in giving out working materials to the casual workers of the university.
- Supervision of estate permanent and casual workers.
- Landscaping
- Supplying and coding of items supplied to the various offices.
- Taking records of assets of the university and updating of the asset register.

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- Assist in the day today inspection and cleaning of the compound, offices, classrooms and sanitary areas.

➤ **Valuation**

- Assist in taking the constructional details of the offices and classrooms of the university.
 - Assist in taking measurements and other needed details when necessary for valuation, rent assessment and other purposes
 - Assisted in the valuation of the university's buildings
 - Assisted in the valuation of private properties of private customers
 - Currently in charge of rent collection at the university's commercial area.
- **Administrative duties** (typing, receiving and dispatching of letters and any work when necessary)
- Perform any other work related duties when necessary

06/2015 – 07/ 2015 Internship with Voter River Authority, Sunyani.

The company's Estate Office

Responsibilities

➤ **Facilities Management**

- Assisted in the day to day inspection of the compound
- Assisted in getting the hall ready whenever there is a meeting or for any other purposes.
- Prepared hotel and catering bills
- Taking records of the companies asserts
- Performed all other work related duties when necessary

06/2016 – 07/2016 Internship with the Brong Regional Hospital, Sunyani

The Hospital's **Estate Office**

Responsibilities

- Performed some duties of a secretary (typing and dispatching of letters).
- Assisted in the day to day inspection of the compound.
- Performed other work related duties.

SPECIAL SKILLS/ABILITIES

- Effective management skills
- Hardworking and reliable team player

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- Good leadership skills
- Excellent understanding of human nature
- Timely, accurate and quality reporting skills
- Initiative, Innovative and creative
- Good communication skills

EDUCATION

2013 - /2017 Kwame Nkrumah University of Science and Technology, Kumasi
BSC. REAL ESTATE

2009 – 2013 Sunyani Senior High School, Sunyani.
**West African Senior School Certificate Examination (WASSCE),
GENERAL ARTS**

INTERESTS/ACTIVITIES

- Reading
- Interacting with people
- Sports

ACHIEVEMENTS.

- Successful completion of Undergraduate studies with Second Class Honor (Upper Division).
- Recently completed my National Service at the University of Energy and Natural Resource, Sunyani.
- Currently a Trainee Professional of Ghana Institution of Surveyors.

REFEREES

- Sur. Kwaku Obeing Mireku

MSC. BSC. LLB. BL. MGHIS

Assistant Estate Officer

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- Alhaji Awudu -Karim Musah

Previous Estate Officer

Voter River Authority, Sunyani (V.R.A., NEDco)

Phone: +233 244610482

- Dr. Eric Yeboah

Lecturer and Project Supervisor

Department of Land Economy

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