

GERTRUDE SEFA BOAKYE

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PERSONAL INFORMATION

Gender: Female
Date of Birth: 15th July, 1996
Nationality: Ghanaian
Language fluent in: English, Twi

CAREER OBJECTIVES

A dynamic and determined person who has a complete and responsible approach to work or any situation that I am confronted with and seek to build a decent reputation through timely and accurate execution of responsibilities as well as use my knowledge and skills to help achieve the objectives of my Directorate and invariably the vision and mission of the organization.

EDUCATIONAL BACKGROUND/QUALIFICATIONS

- 2021- 2025 Kwame Nkrumah University of Science and Technology
- Master of Science (Procurement and Supply Chain Management)
- 2017 - 2019 Sunyani Technical University
- Bachelor of Technology, Procurement and Supply Chain Management.
- 2014 - 2017 Sunyani Technical University
- Higher National Diploman, (HND), Purchasing and Supply
- 2010 - 2013 Elite College
- West Africa Senior School Certificate Examination (Business Option)

PROFESSIONAL BACKGROUND/QUALIFICATION

Member, (MCIPS) of the Chartered Institute of Procurement and Supply
Chartered Procurement and Supply Professional of the Chartered Institute of Procurement and Supply

WORKING EXPRIENCE

March 2024 to Date University of Energy and Natural Resources, Sunyani
(Procurement Directorate)

Senior Procurement Assistant (Goods Procurement Department)

- Superintend over all procurement in relation to goods and consultancy services.

- Assist in the preparation of goods and consultancy services procurement plan.
- Assist and coordinate the preparation of tender documents in relation to goods and consultancy services.
- Coordinate procurement advertisement in relation to goods and consultancy services
- Coordinate the preparation of specifications with user departments in relation to goods.
- Coordinate tender opening meetings and tender evaluation meetings in relation to goods and consultancy services.
- Assist in the preparation of of tender opening minutes and evaluation reports in relation to goods and consultancy services.
- Preparing submissions for approval of awards by appropriate authority in relation to goods and consultancy services.
- Preparing tender rejection and debriefing letters in relation to goods and consultancy services.
- Arranging publications of notices of contract awards in relation to goods and consultancy services.
- Coordinate contract variations and modifications in relation to goods and consultancy services.
- Assist in goods and services audit by the Public Procurement Authority, Audit Service and any other statutory body.
- Coordinate with the headsof works, contract management to ensure smooth execution of my duties.

Feb. 2021 to Feb. 2024 University of Energy and Natural Resources, Sunyani
(Procurement Directorate)

Senior Procurement Assistant (Goods Department)

- Assisted in Contract Management in relation to goods.
- Assisted in coordinating Tender Opening Process in relation to goods.
- Assisted in coordinating Tender Evaluation Process in relation to goods.
- Assisted in the preparation of Procurement Documents in relation to goods.
- Assisted in Coordinate tender opening meetings and tender evaluation meetings in relation to goods.
- Assisted in goods audit by the Public Procurement Authority, Audit Service and any other statutory body.

Oct. 2018 – Feb. 2021 University of Energy and Natural Resources, Sunyani
(Procurement Directorate)

Voluntary National Service - Procurement Assistant

- Preparation of tender documents (Request for Quotation, RFQ)
- Member of inspection team
- Writing of payment advice
- Documentation of procurement records
- Assisted in Tender Opening and Evaluation.

Sept. 2017 – Aug. 2018 University of Energy and Natural Resources (UENR), Sunyani
[Center for Climate Change and Gender Studies (3CGS)]

National Service - Administrative Assistant

- Writing report on workshops, seminars and research on issues relating to climate change and innovation in agriculture.

Jul. – Sept. 2016 Seventh-Day Adventist Hospital, Sunyani

Internship - Procurement Department

- Inspection of Goods (Drugs and Non-Drugs) from the Supplier
- Issuing Drugs and Non-Drugs to various Units within the Hospital
- Recording Drugs and Non-Drugs received and issued on the tally cards.

Aug. – Sept. 2015 Seventh-Day Adventist Hospital, Sunyani

Internship - Procurement Department

- Receiving and issuing of items (Drugs and Non-drugs)
- Finance or Accounting work (issuing or recording of receipt, payment and invoice of the items inspected)
- Stock taking and spot checking of defective product.

RESEARCH EXPERIENCE

Nov. 2022 - Nov. 2024 Kwame Nkrumah University of Science and Technology

Thesis Topic: Material Handling and Cost Reduction in Public Institutions in Ghana: The Moderating Effect of Institutional Void.

Nov. 2019 – May 2019 Sunyani Technical University

Project Work Topic: The effect of material cost reduction on the performance of public institutions: A case study of Sunyani West Mutual Health Insurance Scheme.

Jan. – Jun. 2017 Sunyani Technical University

Project Work Topic: Negotiation as a cost reduction technique in material procurement for private organization: A case studies of Oti Yeboah Complex Limited

SEMINARS/WORKSHOPS/OTHER TRAININGS

28th October, 2025 Energy Commission/University of Energy and Natural Resources

- Specialized Technical Training Workshop on Green Public Procurement (GPP) with emphasis on cooling appliances

5th September 2024 Chartered Institute of Logistics and Transport

• Sunyani Section Continuous Professional Development (CPD) Seminar
(Topics: Overview of E-Procurement; Role of Key Stakeholders; GHANEPS Prospects and Emerging Challenges; Demonstrations/Practicals)

- 14th June, 2023 National Procurement Authority
Public Procurement Authority training workshop for procurement officers in the Bono Region.
- 4th – 5th June, 2023 National Procurement Authority
- GIFMIS Training for Procurement Staff
- June 2023 National Procurement Authority
- GHANEPs training for Procurement Officers in the Bono, Ahafo and Bono East Regions
- May 2023 University of Energy and Natural Resources
- 2nd Annual 2-Day Transformational Dialogue on Small-Scale Mining
- June 2022 Kwame Nkrumah University of Science and Technology, Centre for Applied Research and Innovation in Supply Chain-Africa (CARISCA) Professional Programme
- Professional Programme Continuous Development Workshop (Topic: How Africa Matters to the Global Supply Chain)
- 7th July, 2021 University of Energy and Natural Resources
- Sensitization Workshop for Suppliers, Contractors, Service Providers and Consultants
- July 2021 University of Energy and Natural Resources, Sunyani
- Topic: The requirements for tender submissions/responses in accordance with the Public Procurement Act, 2003 (Act 663) as amended
- April 2019 Chartered Institute of Supply Chain Management/Catholic University College of Ghana
- Topic: Ghana Value creation through effective supply chain practices and change management
- December 2018 University of Energy and Natural Resources, Sunyani
- Topic: Project Management
- August 2018 University of Energy and Natural Resources, Sunyani
- Curriculum Development Workshop
- 30th June, 2018 University of Energy and Natural Resources, Sunyani
- Field Documentation of Farmers Innovations and Identification of Change Makers in Sunyani West District
- 24th May, 2018 University of Energy and Natural Resources
- Building and Appreciating Farmers Knowledge and Innovative Strategies Towards Food Security

October, 2017 Ghana Integrity Initiative (GII) Local Chapter of Transparency Int. /
University of Energy and Natural Resources, Sunyani

- Topic: Climate Governance E-Learning Workshop

October 2017 University of Energy and Natural Resources

- Mentoring and Research Development Framework Workshop for staff of University of Energy and Natural Resources, Sunyani

September, 2017 University of Energy and Natural Resources

- National Youth Symposium on Combating the Menace of Illegal Mining (galamsey) and Irresponsible Mining in Ghana

25th – 28th July 2017 University of Energy and Natural Resources (Centre of Climate Change and Gender Studies (3CGS) in Partnership with the Earth Observation and Research Innovation Centre)

- International Conference on Climate Change and Sustainable Development in Africa (ICCCSDA)

June 2017 Sunyani Technical University

- Topic: Preparing a Good Project Work, Report Writing, CV Writing and Studying/Business Strategies

SKILLS

- Computer Skills: MS Office
- Teamwork skills
- Good interpersonal and human relations skills

HOBBIES

Singing

Watching Movies

Reading.

REFEREES

1. Mr. John-Baptist Siddick
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2. Prof. (Mrs). Mercy Afua Adutwumwaa Derkyi
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