

Anida A. Acquah

P. O. Box GP 4171, Accra

Cell: 233 244264082

anidaacquah@gmail.com

OBJECTIVE: To find a challenging position that meets my capabilities, education and experience in Business Administration.

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Business Administration

Accra, Greater Accra

Expected date of graduation May 2008

Relevant Courses: Managerial Accounting Entrepreneurship Marketing Competitive Strategy
Business Law Development Economics Investment Corporate Finance International Finance

WORK EXPERIENCE

Work study: Admissions Assistant

Ashesi University College

Accra, Greater Accra

March – May, 2007

- Compiled admission packages for prospective students
- Managed admissions database
- Responded to admission queries via phone and in person from prospective students and guardians
- Entered data into admissions database.

Administrative Assistant

Ashesi University College

Accra, Greater Accra

Dec, 2006 - present

- Compiled and filed official documents for the Office of Head of Business Administration Dept.
- Assisted with student academic concerns
- Analyzed and compiled student assignment reports
- Prepared a speech on Investments and Value Creation

PROJECTS/RESEARCH

- Business Law: Projecting the goodwill, name and reputation of a company (Nov/Dec,2007)
- Company Valuation, Cocoa Processing Company Ltd (Dec, 2007)
- Research: Informal and Formal Communication in the workplace; Case Study Ghana Dock Labour Company (April /May 2007)
- Feasibility Study: Viability of a School Canteen at the Ashesi Hostel (Nov/Dec 2006)
- Business Plan Development, Cedi In The Gutter Project (Nov/Dec 2006)
- Analysis of Company Budgeting Procedures— Case Studies: Enterprise Insurance Company Limited and State Insurance Company Limited (Nov/Dec 2006)

CO-CURRICULAR ACTIVITIES

Member, Academic Committee (Ashesi Student Council)

Jan 2008 - present

Pioneer member, Ashesi Investment Society

Jan 2006 - present

Member, Financial Committee (Ashesi Student Council).

2005

Co-editor, Ridge Youth Alive (*Accra Ridge Church Youth Magazine*)

2004 – 2006

ACHEIVEMENTS

Ken and Angela Ofori Atta Scholarship for promising female student, Ashesi University

Aug 2004 – present

Ghana Government Scholarship, Wesley Girls' High School

Jan 2001- Aug 2003

OTHER SKILLS

Proficient with Microsoft Word, Excel, PowerPoint

Language: Fluent in English with strong writing and communication skills and familiar with French

References:

Available upon request

Appolonia Kumi

Ashesi University College. PMB CT3, Cantonments – Accra.

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appolonia.kumi@gmail.com

OBJECTIVE

To work in a professionally challenging international organization that supports learning, initiatives and the drive to achieve results.

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Business Administration

- **Relevant Courses:** Negotiation, Entrepreneurship, Marketing, Competitive Strategy, International Finance, Development Economics, Investments, Human Resource Management, Corporate Finance, Organizational Behaviour, Financial Accounting, Managerial Accounting, International Trade

Accra, Greater Accra

2004–2008

AWARDS/HONOURS:

- Winner - ***Simplico Super Brain Contest***
- Best Business Student & Overall Best Student - ***Ghana-Lebanon S.H.S.***
- Dean's list: 2007 – ***Ashesi University College***

WORK EXPERIENCE

Head of Operations & Processes, Research Ink Limited

- Responsible for hiring of employees
- Oversee all costs and research methods and processes
- Develop and establish a lasting corporate culture
- Oversee all business operations and processes

Accra, Greater Accra

October, 2007 - present

Interim Auditor for Hawama Enterprise

- Prepared final accounts from purchases and sales invoices
- Gave advice on future accounting methods that could be adopted
- Conducted stock taking in the two large provision stores

Accra, Greater Accra

March, 2007

Summer Intern, Ashesi University

- Catalogued and processed new books for library (over 1000 books)
- Responsible for ensuring the easy access to books in library
- Processed new books by using the Library software

Accra, Greater Accra

June- August, 2006

PROJECTS

Valuation of Ecobank Gh. Ltd (2001 - 2005).

Analysed the macro economy and banking industry for the stated period.

- Submitted a 20-page work on the above and projected final accounts for 5 years

Accra, Greater Accra

December. 2006

Project Team Member, Investing on the GSE (150,000,000 Cedis).

- Made hypothetical investment on the Ghana Stock Exchange
- Monitored stock performance and changed portfolio mix periodically
- Made weekly presentations to class on performance of stocks

Accra, Greater Accra

January – April, 2007

Project Team Member, Developing a Business Plan

- Developed a business plan to be implemented on a future date
- Studied the various sources of finance available for start ups including venture capital
- Made weekly presentations to class on the various components of the business plan

Accra, Greater Accra

January – April, 2008

CO-CURRICULAR ACTIVITI

President: *Business Club. Ghana- Lebanon S.S.S.*

2001 - 2003

Founding Member & Member of Research Committee *MoneyMine Investments--Ashesi*

2007 – present

Bible Study and Evangelism leader- *Kingdom Christian Fellowship of Ashesi University*

2006- 2007

Executive and Founding member, *Ashesi Debate Society.*

Dec. 2007 – April 2008

Secretary, *Graduation Planning Committee (2008 Class)*

Jan. 2008 – Present

OTHER SKILLS: Conversant with Microsoft office application: Word, Excel, PowerPoint, Outlook and Search engines.

Research: questionnaire design and data analysis. Good writing and communication skills.

Able to work effectively in teams and under pressure.

INTEREST

Sightseeing, Reading (fiction, Christian literature) music, traveling, writing facts & fiction and meeting people.

REFERENCES

Available upon request

John A. Leigh

P.M.B CT3, Cantonments, Accra
Tel: +233 244113782, +234 8033485399
akinleigh@gmail.com, jleigh@ashesi.edu.gh

OBJECTIVE: To secure a challenging position in a progressive organization that best meets my capabilities, education and experience in order to add value to society

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc Business Administration
2008

Accra, Greater Accra

Expected date of graduation May

- Relevant Courses:** Managerial Accounting Competitive Strategy
Development Economics Investment
Marketing International Finance
Entrepreneurship Corporate Finance
Financial Accounting Organizational Behavior

ACHIEVEMENTS

Dean's list Ashesi University Aug 2004 – present

WORK EXPERIENCE

Accounts clerk African University Press **Ibadan, Oyo state, Nigeria** June –August, 2007

- Monitored stocks of published books in Lagos, Kaduna
- Checked the accuracy of receipts to booksellers and schools
- Processed sales invoices, receipts and payments to various companies
- Entered customers data into company's database

PROJECTS/RESEARCH

- Company Valuation, Guinness Ghana Breweries Ltd (Dec, 2007)
- Research: Motivation in the workplace; Case Study Teachers in Ghana (April, 2007)
- Feasibility Study: Viability of a School Canteen at the Ashesi Hostel (Nov/Dec 2006)
- Business Plan Development, Cedi in the Gutter Project (Nov/Dec 2006)
- Analysis of Company Budgeting Procedures— Case Studies: Sam Woode Publishers and Fiesta Royale Hotel, Accra (Nov/Dec 2006)

CO-CURRICULAR ACTIVITIES

Member, Academic Committee (Ashesi Student Council) Jan 2006- Jan 2007
Member, Ashesi Soccer and basketball team Sept 2005- Present

OTHER SKILLS

Proficient with Microsoft Office suite; Microsoft Word, Excel, PowerPoint and Access
Language: Fluent in English with strong writing and communication skills and familiar with French

REFERENCES:

Available upon request

Kojo Boama

P.O. Box 7561
Accra-North, Accra
Cell: 233 243012190
kboama@gmail.com

EDUCATION

ASHESI UNIVERSITY COLLEGE

Candidate BSc. Business Administration

Accra, Greater Accra

Expected Date of Graduation May 2008

Academic Honors: Cumulative GPA 3.55

Relevant Courses: Corporate Finance, Competitive Strategy Finance, Social Theory, Investment, Marketing Statistics, Financial Accounting, International Finance, Business Law, Development Economics

ROCKWELL COLLEGE

Senior Leaving Certificate September 1999 – June 2003

Cashel, Ireland

WORK EXPERIENCE

Intern, Bulk Oil Storage and Transportation Company (Accra Plains Depot)

- Prepared daily reports on petroleum stocks for the manager.
- Assisted in petroleum transfers to other depots.
- Familiarized myself with the core operations of the company.
- Monitored the transfer of about 30 million liters of petroleum products to various stakeholders.

Tema, Greater Accra

July – August, 2007

Financial Chairperson, Ashesi Student Council, ASC

- Managed the council's account and reported back to the student body.
- Managed the Student Council's investment portfolio.
- Organized and led the Financial Committee.

Accra, Greater Accra

January - December 2007

Intern, J.M. Products Ghana Limited

- Assisted in the preparation of monthly financial statements.
- Recorded daily financial transactions for the company.
- Attended to customer queries.
- Gained insight on the hair manufacturing industry.

Tema, Greater Accra

June – August 2006

PROJECTS

Course Project, Valuation of a Company (Corporate Finance)

- Valued Ayrton Drugs Manufacturing Company Limited
- Submitted a detailed 20-page valuation of the company

Accra, Greater Accra

August – December 2007

Project Team Leader, Investing on the GSE (Investment)

- Made hypothetical investment on the Ghana Stock Exchange
- Monitored stock performance and changed portfolio mix periodically
- Made weekly presentations to class on performance of stocks

Accra, Greater Accra

January – April, 2006

CO-CURRICULAR ACTIVITIES

Volunteer: Bujumbura Refugee Settlement.

March 10 – March 14 2008

Financial Chairperson, Ashesi Student Council (Ashesi University, Ghana)

Jan 07 – December 2007

Team Captain, Ashesi University Basketball Team (Ashesi University, Ghana)

Sep 06 – December 2007

Member, Rockwell College Student Council (Rockwell College, Ireland)

Sep 02 – May 2003

Member, South East Regional Basketball Team (Rockwell College, Ireland)

Sep 01 – December 2002

Member, Rockwell College Senior Basketball Team (Rockwell College, Ireland)

Sep 99 – May 2003

OTHER SKILLS: Excellent skills in the use of micro computer applications such as Microsoft Office software.
Strong leadership and communication skills

INTEREST: Basketball, Rugby, Soccer, and Music

REFERENCES: Available upon request

Loworki Ahulu

Ashesi University
PMB CT3, Cantonments – Accra
Cell: 0244 091442
LOWORKI85@yahoo.com

OBJECTIVE:

To apply my analytical and interpersonal team oriented skills in a dynamic organisation that cultivates my career goals.

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Business Administration

Accra, Greater Accra

Expected date of graduation May 2008

- **Relevant Courses:** Managerial Accounting Entrepreneurship Marketing Human Resources Management
Economics Development Investment Corporate Finance International Finance

WORK EXPERIENCE

Work study: Summer Intern, credit control department, Tema Oil Refinery

Accra, Greater Accra

May-August 2007

- Prepared data entries into company software
- Assisted in the preparation of financial statements for various Oil Marketing Companies
- Recorded and kept track of company receipt and invoices
- Assisted in the preparation of reconciliation statements for the company

Library and Computer lab supervisor, Ashesi University College

Accra, Greater Accra

May – August, 2005

- Catalogued books and ensured efficient usage of school books and computers
- Created awareness for online resources and learning materials
- Assisted students with searches for books and information from various databases

Sales Person, T- square Enterprise

Accra, Greater Accra

June 2002 – May 2003

- Recorded company sales on a daily basis
- Kept track of company's inventory
- Enhanced customer relations by assisting them to locate appropriate products

PROJECTS/RESEARCH

- Conducted a company valuation to determine its price per share (Corporate Finance)
- Project team member, researched in mobile phone usage in tertiary institutions. (Market Research)
- Analysis of Company Budgeting Procedures— Total Petroleum Ghana Limited (Managerial Accounting)

CO-CURRICULAR ACTIVITIES

Pioneer member, Ashesi Investment Society

Jan 2006 - present

Debate Captain, Ashesi debate society

Sept 2005 - present

Volunteer worker, Osu Children's Home

July 2007

SKILLS

Proficient with Microsoft Word, Excel, PowerPoint

Language: Fluent in English with strong writing and communication skills

INTEREST

Writing short stories, Reading fiction, working crossword puzzles

REFERENCES:

Available upon request

Michael A. Afari

Ashesi University
PMB CT3, Cantonments – Accra
Cell: 027 5111314
afariappah@yahoo.com

OBJECTIVE:

Self-motivated and creative individual seeking a challenging work environment to develop and utilize managerial and marketing skills to company and personal benefit.

EDUCATION

ASHESI UNIVERSITY COLLEGE

Accra, Greater Accra

BSc. Business Administration

- Relevant Courses:** Financial Accounting Macroeconomics Market Research Marketing
Organizational Behaviour Competitive Strategy Corporate Finance Development Economics
Investment International Trade and Policy Corporate Finance Human Resource Management
Entrepreneurship

WORK EXPERIENCE

Site Operations and Financial Assistant, Yellow City Construction Ltd.

Accra, Greater Accra

June – August, 2007

- Prepared and submitted daily on-site financial transactions (Book-keeping reports) to General Manager.
- Coordinated and assigned daily operation tasks to field-workers.
- Reconciled transactions weekly and made recommendations to the Finance Officer.

Entertainment Chairperson, Ashesi Students Council (ASC)

Accra, Greater Accra

Dec. 2005 – Dec. 2006

- Managed and presided over Entertainment Committee activities and meetings
- Prepared and submitted semester budget on planned expenditure by the Entertainment Committee
- Organized and marketed entertainment programs to student bodies across the region.
- Lead representative of the Entertainment Committee during ASC Executive Council meetings.

RESEARCH

Course Project

- Conducted Macroeconomic analysis on Ghana's 2006 Budget Aug – Dec. 2005
- Prepared a 3-year Financial Statement analysis on Sam Woode Ltd.: a company listed on the GSE. August – Dec. 2006
- Company valuation of Transactions Solutions Ghana Ltd. (Transol) on the GSE. August – Dec. 2007
- Analysis of Company Budgeting Procedures-Case Studies: InterContinental Bank Ghana Ltd. And Continental Christian Traders.

Project Team Member, Investing on the Ghana Stock Exchange (150,000,000 Cedis). Aug-Dec. 2006

- Monitored stock performance and changed portfolio mix periodically.
- Made weekly presentations to class on performance of stocks.

Team Member, Business Plan Project for Shurwin Property Ltd. (A real estate marketing company)

- Made weekly idea marketability and progress reports to class as acting venture capitalists.
- Presented a final business plan to the Ashesi Community.

CO-CURRICULAR ACTIVITIES

Entertainment Chairperson, Ashesi Students Council (ASC), Ashesi University College.

Dec. 2005 – Dec. 2006

Public Relations Officer, Ghana United Nations Students and Youth Association (GUNSA), Presbyterian Boys Secondary School, Legon

October 2000-June 2001

OTHER SKILLS

Literacy in Microsoft Word, Excel, PowerPoint and familiarity with Microsoft Access.
Good writing, communication and leadership skills developed through being the lead speaker in most group project presentations in class.

INTEREST

Reading novels, real estate, financial and economic magazines.
An avid listener of international current and sport news

References:

Available upon request

Michael A. Afari

Ashesi University
PMB CT3, Cantonments – Accra
Cell: 027 5111314
afariappah@yahoo.com

OBJECTIVE:

Self-motivated and creative individual seeking a challenging work environment to develop and utilize managerial and marketing skills to company and personal benefit.

EDUCATION

ASHESI UNIVERSITY COLLEGE

Accra, Greater Accra

BSc. Business Administration

- **Relevant Courses:** Financial Accounting Macroeconomics Market Research Marketing
Organizational Behaviour Competitive Strategy Corporate Finance Development Economics
Investment International Trade and Policy Corporate Finance Human Resource Management
Entrepreneurship

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Dec. 2005 – Dec. 2006

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Good writing, communication and leadership skills developed through being the lead speaker in most group project presentations in class.

INTEREST

Reading novels, real estate, financial and economic magazines.

An avid listener of international current and sport news

References:

Available upon request

Mildred Ekoa Kwofie

PMB CT 3 Cantonments, Accra

Cell: 233 0244454348

mildylove2000@yahoo.com

OBJECTIVE:

Seeking an entry-level position that will allow me to promote teamwork, and make use of my marketing skills and knowledge.

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Business Administration

Accra, Greater Accra

Expected date of graduation May 2008

- **Relevant Courses:** Managerial Accounting Entrepreneurship Marketing Competitive Strategy
Development Economics Investment Corporate Finance International Finance

WESLEY GIRLS HIGH SCHOOL

General Arts

Cape Coast, Central Region

2001-2003

WORK EXPERIENCE

Marketing Executive

Prestige Stationary and Trading Enterprise

Greater Accra, Ghana

March 2008- Present

- In charge of creating awareness for the business
- Responsible for door to door marketing of products.

Sales Executive:

Sales Associate, Macys East, Bridgewater-New Jersey

New Jersey, USA

June – August, 2007

- Assisted in the preparation of various exhibits and showcases
- Managed and trained new sales executives
- Responded to customer queries and feedbacks
- Recorded and kept track of company receipts and invoice
- Recorded company sales on a daily basis
- Assisted in marketing new products and star rewards cards
- Enhanced customer relations by assisting them shop for appropriate products

Partner:

A.S Kofie Enterprise

Takoradi, Ghana

Dec, 2006 - present

- Record company sales on a daily basis.
- In charge of hiring and overseeing employees
- In charge of payment of utilities
- Kept track of company's inventory
- Responsible for marketing product

PROJECTS/RESEARCH

- Company Valuation, C.F.A.O. Ghana limited Dec, 2007
- Business Plan Development, Money in the Gutter Project Nov/Dec 2006
- Portfolio Management: Investing in companies on the stock exchange 2007

CO-CURRICULAR ACTIVITIES

Pioneer member, Ashesi Investment Society

Jan 2006 - present

Member, Ashesi Christian Fellowship

2004 – 2008

Red Cross, Wesley Girls High School

2001- 2003

OTHER SKILLS

Proficient with Microsoft Word, Excel, PowerPoint

Language: Fluent in English with strong writing and communication skills.

References:

Available upon request

Naa Darkua Dodoo

12 gray Hill, Regimmanuel Gray Estates, Golden Gate,
Off the pintex Road, Accra, Ghana.
Tel: +233 249 783 241, +233 21 811 099
E mail: naadarkua@gmail.com,

OBJECTIVE

To secure a challenging position that will provide an opportunity to expand and display my knowledge in Business Administration.

EDUCATION

Ashesi University (Jan 2005) - Bachelor of Science Expected Graduation Date: 24th May 2008
Major: Business Administration, (Accra, Ghana)

University of Maryland Eastern Shore (Transfer Student) Sept 2002 – Dec 2003
Major: Criminal Justice (Bachelor of Science), Princess Anne MD

Howard University (Transfer Student) Jan 2004 – Dec 2005
Major: English (Bachelor of Science), Washington D.C.

COURSES TAKEN

Operations Management	Managerial Accounting	Financial Accounting
Organizational Behavior	Investment	Corporate Finance
Marketing/ Research	Negotiation	Economic Development
International Trade	Business Law	Entrepreneurship
Human Resource Management		

WORK EXPERIENCE

Intern (Audit Section) KPMG- Ghana **Accra, Ghana**
May-July 2006

- Vouched the sales and activities of British Airways Gh.
- Worked on Nestlé's Staff Provident Fund
- Filled in IRS forms for various companies
- Prepare employee payrolls

PROJECTS/ RESEARCH

- Company Valuation, Aluworks Ghana Limited Dec, 2007
- Research: Organizational leadership and Motivation: Case Study Ghana Police Force April, 2007
- Business Plan Development, Cedi in the Gutter Project (Nov/Dec 2006)
- Analysis of Company Budgeting Procedures— Case Studies: KPMG and Golden web Ltd Nov/Dec 2006
- Ratio Analysis of company balance sheet -- Case Study: Alexander Forbes Company Mar/ April 2008

CO CURRICULAR/ EXTRA CURRICULAR ACTIVITIES

- OSU children's Home, Accra. Volunteered, to take care of babies and toddlers at the Home.
- Bujumbura Liberian Refugee Camp. Volunteered to counsel and teach child soldiers basic skills and also taught children at the camp.
- Member of the Ashesi entertainment team (2005).

OTHER SKILLS

Able to: provide excellent service, generate a high number of referrals and repeat business with leadership expertise.
Establish general rapport with clients and customers
Excellent interpersonal Skills—work well with different personalities and cultures
Confident, articulate and ability to speak comfortably in professional environments

Computer & Programming Skills:

Ms Office (word, excel, PowerPoint, Outlook), Schedule Plus, WordPerfect, AmiPro, quicken Deluxe, Internet Explorer 5.0, basic programming.

REFERENCES

Available upon Request

Nana Kofi Tweneboah

Ashesi University
PMB CT3, Cantonments – Accra
Cell: 233 242512732
ntweneboah@gmail.com

OBJECTIVE

A self-motivated student who seeks to work in a challenging environment that utilizes his skills and knowledge in Business Administration

EDUCATION

ASHESI UNIVERSITY COLLEGE

Candidate BSc. Business Administration

Accra, Greater Accra
2004 - 2008

- **Relevant Courses:** Social Theory Entrepreneurship Marketing Competitive Strategy
Development Economics Investment Financial Accounting Managerial Accounting

WORK EXPERIENCE

Intern, Paulirich Ventures

Accra, Greater Accra
July – August, 2007

- Daily book keeping
- Placing of orders to replenish stock
- Prepared invoice
- Familiarised myself with the core operation of the business

PROJECTS/RESEARCH

Financial Analyses of Produce Buying Company

August – Dec. 2006

- Analysed 5 year financial statements of the company.
- Analysed the company's industry of operation and looked at its performance.
- Submitted a 20- page report on the company's financial performance.

Research on the performance of some selected phone brands (Ashesi as a case)

2005

- Designed questionnaires to get responses from our target group
- Coded our response for good interpretation of results
- Came up with the performance of each phone brand on the Ghanaian market

Team Member: Investing on the GSE (150,000,000 Cedis).

Accra

January – April, 2006

- Made hypothetical investment on the Ghana Stock Exchange
- Tracked performance of selected equities.
- Monitored stock performance and changed portfolio mix periodically.
- Produced weekly reports on stock performance.

Entrepreneurship project development

January – May, 2008

- Designed a business plan for an outdoor entertainment centre
- Made weekly presentations on the progress of the business plan
- Familiarized myself with the skill of designing a business plan

CO-CURRICULAR ACTIVITIES

Volunteer Work, Training on selected computer soft wares

Bujumbura, Central Region
April, 2008

- Imparted knowledge on students at an institution on the camp (WACRO)
- Prepared a journal for the institution to assist them keep records of their transactions
- Students at the end of the volunteer work were conversant with the use of Microsoft excel, Word and PowerPoint.

Volunteer Work, Lectured on the basics of investment

Bujumbura, Central Region
April, 2008

- Developing an investment mindset
- Developing an investment portfolio
- The essence of risk and return

OTHER SKILLS : Conversant with Microsoft Word, Excel, PowerPoint and good communication skills

INTEREST: Traveling, meeting people, listening to music, swimming and table tennis

REFERENCES: Available upon request

Nene Buer Amu Plahar

P.O. Box CT 2236 Cantonments Accra.

Email: nbap2002@hotmail.com Mobile: **0243338992**

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Business Administration

Accra, Greater Accra
2004 - 2008

- **Relevant Courses:** Corporate Finance Social Theory Entrepreneurship Marketing
Development Economics Investment Human Resource Management
Finance Competitive Strategy Accounting International trade
Research Design Politics Operations Management Organisational Behaviour
Statistics Leadership Human Resource Management Entrepreneurship

WORK EXPERIENCE

Summer Intern Fidelity Bank Ltd. (July-August 2007)

Through rotation gained understanding of the workings of various departments namely: Branch and Operations, Domestic operations, Corporate banking division, Private and executive banking, Treasury department, Personal and business banking, Risk department.

Branch and Operations

- Helped manage the account opening process to ensure that the bank met its KYC objectives.
- Helped update Banks database for easy client identification.
- Assisted clients with cash transactions.
- Helped account for money at the end of each business day.

Corporate Banking Division

- Reviewed business plans of clients to access viability for approval.
- Advised clients on issues that helped them revamp their business plans.

Risk Department

- Reviewed overdraft facilities of clients to determine extensions of such facilities.
- Assessed risk levels of prospective loan applicants.
- Reviewed and monitored clients loan repayments.

Assistant Purchasing Officer, The Coca Cola Bottling Company of Ghana Ltd. (June- July 2007).

- Prepared local purchase order's for various departments.
- Followed up on purchase requisition orders to make sure products had been ordered and supplied.
- Entered purchasing data into a database.
- Ensured that all payments had been made to suppliers.
- Requested pro-forma invoices from suppliers for selection of best bids.

Central Processing Assistant, HSBC Bank Plc, 8 Canada Square, Canary Wharf, London.

June—Sept.2006

- Assisted customers in transacting business with other branches worldwide.
- Changed details on documents for customers.
- Monitored financial market instruments to make sure payments were made on due dates.
- Released payments to customers.
- Matched faxed documents with data on the servers to make sure they were correct in order for payments to be made.

PROJECTS/RESEARCH

Project Ashesi University

September– December, 2007.

Team Member: The importance of access to microfinance to poverty reduction and its benefits to Ghana.

CO-CURRICULAR ACTIVITIES

Member, One more for Jesus (Charitable group). Helped raise money for Hearts of the Father's foundation Member Ashesi University football team.

November- December, 2007.
September 2004- Present.

OTHER SKILLS

Conversant with Microsoft Word, Excel, PowerPoint and strong Writing and Communication skills.

LANGUAGES

Basic French

INTERESTS

Reading, Swimming, Lawn Tennis, Football, Meeting people.

REFERENCES:

Available upon request

Oku Ampofo Tetteh

P. O. Box CT 1391, Cantonments - Accra

Cell: 233 243380573

okampofo@hotmail.com

OBJECTIVE: To work in a position that challenges my analytical abilities, allowing me to fully utilize my Business Administration related knowledge and skills in a healthy work environment

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Business Administration

Accra, Greater Accra

Expected date of graduation May 2008

- **Relevant Courses:** Managerial Accounting Entrepreneurship Marketing Competitive Strategy
Development Economics Investment Corporate Finance International Finance

WORK EXPERIENCE

Summer Intern

Databank Financial Services Ltd.

Accra, Greater Accra

June – Aug. 2007

- Analyzed and prepared summaries of financial and non-financial related data
- Worked on company prospectus
- Helped develop concept and generate content for new website targeting young investors
- Assisted supervisor evaluate business plans for feasibility

Maintenance Officer

ABS Maintenance

London, United Kingdom

July – Aug. 2005/06

- Worked independently and in teams, providing maintenance services to organizations.
Clients included: Kingsway International Christian Centre (KICC) and Greenwich University.

Sales Assistant

LISA FOODS

Accra, Ghana

Aug. 2004

- Attended to customer inquiries
- Assisted customers with purchased items

PROJECTS

- Entrepreneurship Business Plan Development, Outdoor Entertainment Center (Jan. - April 2008)
- Company Valuation, Societe Generale Ltd. (Sept. - Dec. 2007)

CO-CURRICULAR ACTIVITIES

Member, Community Service Group, Bujumbura Refugee Settlement

March 2008

Captain, Boys Basketball Team, Ashesi University College

Jan 2007 - present

Vice Chairperson, Ashesi Sports Committee, Ashesi Student Council

Dec. 2006 – Dec. 2007

Captain, Senior Boys Basketball Team, Ghana International School

Sept. 2003 – Aug. 2004

ACHIEVEMENTS

Sports Achievement Award

Ghana International School

Aug. 2004

OTHER SKILLS

Conversant with Microsoft Word, Excel, PowerPoint.
Language: Strong communication skills

References:

Peter Ardey Nunoo

P. O. Box CT4364, Cantonments

Cell: 0277 - 835950

panunoo@gmail.com

OBJECTIVE:

To work in a challenging environment that will enable me use my skills and abilities in Business Administration and also bring out the best in me.

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Business Administration

Accra, Greater Accra

Expected date of graduation May 2008

- **Relevant Courses:** Managerial Accounting Entrepreneurship Marketing Competitive Strategy
Development Economics Investment Corporate Finance International Finance

WORK EXPERIENCE

Management Assistant

Children's Christian Storehouse

Accra, Greater Accra

August, 2003 – Dec. 2007

- Performed administrative duties
- Served as a customer/ public relations officer

Intern

Springforth International School

Accra, Greater Accra

July – August, 2007

- Designed Flyer for Open Day Celebration
- Helped with marketing and administration

Intern

US Embassy – Commercial Section

Accra, Greater Accra

June – August, 2006

- Conducted a market research on the Ghana Packaging Industry
- Recruited prospective companies for International Buyer Program – Pack Expo 2006
- Recruited companies for an Outreach program in the Sekondi - Takoradi

Hotline Attendant

EngenderHealth Ghana

Accra, Greater Accra

February – June, 2004

- Answered phone calls and educated people on vasectomy

PROJECTS/RESEARCH

- Business Plan Development, The Market (January, 2008)
- Company Valuation, CAL Bank Ltd. (December, 2007)
- Investment Management - Managed an investment worth (imaginary) GH 1,500 cedis (Nov, 2006)
- Financial Statements Analysis, Standard Chartered Bank Ltd. (May, 2006)

CO-CURRICULAR ACTIVITIES

Member of Research Team, MoneyMines Investment Club

Jan 2006 - Present

Founding Member, Ashesi Investment Society and MoneyMines Investment Club

Jan 2006 - Present

Committee Member, Class of 2008 Graduation Committee (Ashesi University)

Dec 2007 - Present

Head, Prayer Department – KCF (Ashesi University)

Jan 2006 - Dec 2007

Production Manager, Junior Achievement Club (Odorgonno Secodary School)

June 2002 - July 2003

ACHIEVEMENTS

Dean's List (3.5 – 4.0 GPA), Ashesi University

Dec 2006 – Present

Best Accounting Student, Odorgonno Secondary School

Nov 2002

SKILLS

Computer: Microsoft Word, Excel, PowerPoint and the use of search engines

Language: Fluent in English, with good communication skills

Personal: Team player, very flexible, self motivated and excellent interpersonal skills

References: Avail able upon request

Selassie Antoinette Fiamafle

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Cell: 024-3307751

annie.fiamafle@yahoo.com

OBJECTIVE

To attain a position in an institution that requires a combination of accounting and finance or marketing and human resources management skills.

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Business Administration

Accra, Greater Accra

2004 - 2007

- **Relevant Courses:** Corporate Finance International Finance Financial Accounting Managerial Accounting Marketing Competitive Strategy Entrepreneurship Leadership 1-4 Development Economics Investment Human Resource Management Organizational Behaviour

AWARDS/HONOURS

Dean's List 2006

PROJECTS

Project Team Leader, Investing on the GSE (15,000 Ghana Cedis).

Accra, Greater Accra

August-December, 2006

- Made hypothetical investment on the Ghana Stock Exchange
- Monitored stock performance and changed portfolio mix periodically.
- Made weekly presentations to class on performance of stocks.
- Team made 1,000 Ghana Cedis in three months.

Project Team Member, Establishing and Running A Start up Business.

Accra, Greater Accra

January – April, 2008

- Conceived a business idea that works
- Hypothetically established the business and running it for six months.
- Made financial projections, operations strategy, marketing strategy and funding request for the business.
- Made weekly presentations on the various aspects of running the business.

Individual Projects

- Analysis of financial statements of Enterprise Insurance Company.
- Analysis of Budgeting procedures of Cocoa Processing Company.
- Business Plan (money in the gutter Project)
- Analysis of organizational communication at Sky Broadcasting, (Sunny FM).
- Valuation of Enterprise Insurance Company Limited

WORK EXPERIENCE

Lecturer's Consulting Job

- Edited three years annual report for Einstein International School.

Accra, Greater Accra

October, 2007.

Sales Executive, Aerozer Limited

- Assisted and educated customers on selection and use of products.
- Entered sales data and took stock of inventory and inventory needs.

Tema, Greater Accra

June – August, 2007

Summer Intern, Ashesi University College

- Survey on the use of E resources by students, staff and faculty.
- Assisted students, staff and faculty locate books and other materials in the library.
- Online search for particulars of new books for Librarysoft, (2000 Books).
- Processed and catalogued all new books for the library.

Accra, Greater Accra

June – August, 2006

CO-CURRICULAR ACTIVITIES

Secretary, Kingdom Christian Fellowship (KCF), Ashesi University College.

January 2007 - present

Member Money Mine Investment Club

January 2007 – present

Programs Director, Kingdom Christian Fellowship (KCF), Ashesi University College.

January - Dec. 2007

OTHER SKILLS

Conversant with Microsoft Word, Excel, PowerPoint. Strong writing and Communication skills.

INTEREST

Reading, Singing, Organizing Programs and Cooking.

REFERENCES: Available upon request