

Abigail Dansu

P. O. Box LG, 363 Accra

Cell: 233 243119853

abigaildansu@gmail.com

OBJECTIVE

An energetic individual seeking to build a career in financial management in a reputable organization

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Business Administration

Accra, Greater Accra

Expected date of graduation June 2009

Relevant Courses:	Managerial Accounting International Trade & Policy Leadership Seminars	Operations Management Investment	Competitive Strategy Corporate Finance
--------------------------	------------------------------------------------------------------------------	-------------------------------------	-------------------------------------------

Association of Certified Chartered Accountants (ACCA): F1,F2,F3

WORK EXPERIENCE

Summer Intern:	Gemini Life Insurance Company Limited	Accra, Greater Accra May – August, 2007
-----------------------	---------------------------------------	---------------------------------------------------

- Data entry using Axim Software
- Utilized existing data to calculate commission to be paid to sales personnel
- Generated lists of claims to be paid to policy holders in all ten regions of Ghana
- Issued cheques for payment

Summer Intern	Jamhac Company Ltd	Tema, Greater Accra May- August 2006
----------------------	--------------------	------------------------------------------------

- Prepared Financial Statements
- Performed stock taking activities to aid internal auditing
- Analyzed operations and presented a two page report suggesting ways to increase revenue
- Performed sales personnel duties when the need arose

PROJECTS/RESEARCH

- Feasibility Study: Location Strategy for Pharmaceutical Companies (March - May 2008)
- Financial Analysis: Benso Oil Palm Plantation (April - May 2007)
- Research: Ashesi Students understanding of the Ashesi dream (April - May 2007)
- Invested and managed an imaginary sum on the Ghana Stock Exchange (August - Dec 2007)
- Developed a beta prototype of a new product (September – November 2008)

CO-CURRICULAR ACTIVITIES

<i>Member of the Ashesi Investment Society</i>	April 2006 – present
<i>Volunteer, Community Service, Borehole Project</i>	March 2008 – present
<i>Volunteer, Community Service, Osu Children's Home</i>	March 2008
<i>Volunteer, Street Kids Academy</i>	October 2006

ACHIEVEMENTS

Certificate of Achievement in ACCA F1	August 2008
Dean's List	August- December 2007
Assistant House Prefect, Holy Child School	May 2003 – April 2004

OTHER SKILLS

Proficient with Microsoft Word, Excel, PowerPoint, SPSS
Strong writing and communication skills in English and familiar with basic French

References:

Available upon request

AFUA SERWAH KESSE

P. O. Box 1575 DANSOMAN ACCRA

Cell: 233 244268605

nalisakesse@yahoo.com

OBJECTIVE: To obtain a management trainee position in construction in order to utilize organizational, leadership and client service skills

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Business Administration

Accra, Greater Accra

Expected date of graduation May 2009

- **Relevant Courses:** Entrepreneurship Marketing Competitive Strategy Corporate Finance
Operation Management New Product Development Investment International Finance
- **Association of chartered accountants (ACCA):** Fundamental level (F1,F2,F3,,F6,F7,F9)

WORK EXPERIENCE

- Work study: Sales Person** Eclectic marketing **London, Great Britain**
June – August, 2007
- Performed door to door sales
 - Entered data into purchasing forms
 - Responded to questions concerning products via phone and in person
 - Lead sales team to various sale locations and points.
- Shop assistant** French Connections UK (FCUK) **London, Great Britain**
July– August, 2006
- Sorted and packaged cloths for distributions to various outlets.
 - Ensured products had their assigned barcodes by performing checks on all products
 - Performed stock taking
- Library assistant** Ashesi university **Accra, Greater Accra**
January– March, 2006
- Assisted with the filling of library documents
 - Entered data for borrowed and returned books
 - Meticulously sorted out books to be put in the various compartment in the library
- Shop Manager** Gertella Enterprise **Accra, Greater Accra**
October– July, 2005
- Employed organizational skills to improve book keeping for the sales and expenditure
 - Performed personal sales duties
 - Singlehandedly took stock of shop's inventory

PROJECTS/RESEARCH

- Company Valuation, Vanguard Assurance (April, 2007)
- Feasibility Study: Location strategy for Pharmaceutical Company (April, 2008)
- Investment project: invested and managed an imaginary sum on the Ghana Stock exchange

CO-CURRICULAR ACTIVITIES

- Ashesi hostel, Apartment Representative Jan 2008 - present
- Member, Ashesi Investment Society Jan 2007 - present
- Community service (Buduburam Refugee camp) March 2008

OTHER SKILLS

Intermediate skills in Microsoft Word and Excel, advanced skill in PowerPoint, SPSS
Language: Fluent in English and familiar with French

References:

Available upon request

Anita M. Frimpong

P. O. Box GP 18323, Accra

Cell: 233 243657558

frimponganita@gmail.com

OBJECTIVE

To apply my knowledge and skills in Human Resources in an institution where it will be utilized and improved upon.

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Business Administration

Accra, Greater Accra

Expected date of graduation May 2009

- **Relevant Courses:** Managerial Accounting Financial Accounting Marketing Social Research Methods
Development Economics Investment International Trade and Policy

WORK EXPERIENCE

Work study: *Front Desk*

Ashesi University College

Accra, Greater Accra

January – May 2006

- Utilized organizational skills in compiling admission packages for prospective students
- Received and transferred calls
- Welcomed visitors and provided them the needed information about the school

Internship: *Petty Cashier*

Internal Revenue Service

Accra, Greater Accra

June –August 2006/2007

- worked in collaboration with the Petty Cashier to manage excel cash book for Accounts Department
- Paid attention to detail in coding, compiling and filing official documents for the Accounts Department
- Performed banking duties with the Petty Cashier.

PROJECTS/RESEARCH

- Analyzed Company financial statement, Woolworths Company Limited (May, 2007)
- Portfolio management Project, GANBEL Investors (Nov/Dec 2007)
- Small Study: tenure of Teachers in Post Secondary Schools in Accra (Jan/April 2008)

CO-CURRICULAR ACTIVITIES

Member, Welfare Committee (Ashesi Student Council)

January 2007

Volunteer, College for Ama (COFA). Program for grooming young girls

August 2007

Volunteer, Street Academy (Community Service Program)

March 2008

Personal business- Wedding Planner

since October 2007

Member (Salvation Presbyterian Credit Union)

since August 2006

ACHIEVEMENTS

Deputy Protocol Prefect, Ghana National College

Dec 2003- Aug 2004

OTHER SKILLS

Efficient with Microsoft Word, Excel, PowerPoint, Access and Coral Draw
Language: Fluent in English and Twi

References:

Available upon request

CHRISTINA DOE

Post Office Box AK. 113
Anloga-Kumasi, Ghana
Mobile Phone: 024-383-6589
E-MAIL: chrstyne@gmail.com

OBJECTIVE

A creative and excellence driven individual, seeking to enhance skills as an administrator in a manufacturing company.

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Business Administration

Accra, Greater Accra

Expected date of graduation, **June 2009**

- **Relevant Courses:** Entrepreneurship
Operations Management
Managerial Accounting
Human Resource Management
- Finance
New Product Development
Organizational Behaviour
Development Economics

ACHIEVEMENTS

- Dean's List 2007,

WORK EXPERIENCE

Administrative Assistant, Pastel Food Products, & iMarine Gh. Ltd. Tema **May – Aug. 2008**

- Applied organisation skills in updating database.
- Developed new sales outlet and marketed the company's products to prospective clients.
- Designed company's letterhead and logos using Corel Draw and Microsoft Office Word.
- Designed a floor plan for the company's new site.

Receptionist, Ashesi University, Accra **Jan 2006- May 2008**

- Interacted with visitors and provided information about Ashesi in person and via phone.
- Prepared payroll for work study students.
- Collated office documents for faculty members.

Computer Laboratory Supervisor, Ashesi University, Accra **Aug.-Dec. 2006**

- Ensured smooth operations in the computer lab.
- Offered basic computer troubleshooting to students and escalated lab issues to the IT manager.

Library Assistant, Ashesi University, Accra **Jan.-May 2007**

- Arranged library resources in their respective locations.
- Labeled books using bar codes and spine labeling.

PROJECTS

- Designed and valued a frozen food processing company.
- Built an improved crate for packaging tomatoes in New Product Development class.
- Developed a Business plan for "Kidi Kottage" in Entrepreneurship class.
- Conducted a research on Attitude of Ashesi Students towards Savings and Investments.
- Analysed financial statement of a Pharmaceutical company in Ghana.

CO-CURRICULAR ACTIVITIES

- Member, Astrient Foundation **Accra** **May 2008-Present**
- Member, The HuD Group, **University of Ghana** **May 2007-Present**
- Interim Secretary, Women of Ashesi **Ashesi University** **Jan 2007-Present**
- Secretary, Welfare committee **Ashesi University** **Jan.- Dec. 2006**
- Member, Sterling Investment Club **Ashesi University** **Aug. 2006-Present**
- Member, Kingdom Christian Fellowship **Ashesi University** **Aug. 2005-Present**
- Assistant Girls' Prefect **Adventist Secondary School** **2003/04**

OTHER SKILLS

Computer skills: Microsoft Office, MS Movie Maker and Linux (Ubuntu).

REFERENCES

Available upon request

Daniel Ebow Coker

Box 0408, Takoradi
Cell: +233(0)20 829 8135
dancoker@hotmail.com

OBJECTIVE

To work in a position that requires skills in Human Relations and Marketing in the Multimedia Industry.

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Business Administration

Accra, Greater Accra
September 2005 – May 2009

- **Relevant Courses:** Finance Financial Accounting Leadership
Managerial Accounting Operations Management Market Research

MFANTSIPIIM SECONDARY SCHOOL

Cape Coast
September 2001-2004

WORK EXPERIENCE

Administrative Assistant; Summer Intern: Forestry Commission

Takoradi, Western Region

- Carefully documented receipts of correspondents from and to other organizations. June – August 2006
- Drafted documents to be sent out or used within the organization.

Receptionist; Westline Hotel

Takoradi, Western Region

- Provided answers about enquiries made by visitors. May – December 2001
- Received phone calls and recorded messages for the hotel staff.

RESEARCH

Research on laptop brand preferences among students of Ashesi University

Accra, Greater Accra

- Administered questionnaires and conducted interviews among students. January – May 2007
- Application of Market Research skills such as SPSS to analyze and collect data needed for the research.

Project Team Member, research on the Onetouch Mobile Service.

Accra, Greater Accra

- Made hypothetical research studies with team members on how Onetouch can improve its services. August – December, 2005

CO-CURRICULAR ACTIVITIES

Voluntary Service, Christ Faith Foster Home, Dodowa

March 2008

Entertainment Chairperson, Ashesi Student Council,

December 2007 – December 2008

OTHER SKILLS

Conversant with Microsoft Word, Excel, PowerPoint; creative with drawing designs; good writing and communication skills

INTERESTS

Enjoy listening to music, drawing.

References:

Available upon request

Efua Esuon deGraft-Johnson

Water Research Institute
P.O. Box AH 38, Achimota – Accra
Cell: 233 – 267164948 or 233- 273561147
edegraftjohnson@yahoo.com

OBJECTIVE: To gain experience, knowledge and skills in sales, marketing or customer services.

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Business Administration

Accra, Greater Accra

Expected date of graduation May 2009

Relevant Courses: Marketing, Organizational Behaviour, Human Resource Management, Operations Management
Marketing Research, Negotiation, Leadership Seminar, New Product Development, Competitive Strategy

RELATED EXPERIENCE

Intern: Assistant Sales Executive

TYPE Company Limited

Tesano, Greater Accra

Jun – Aug 2008

- Planned and prepared agenda for weekly Sales meeting.
- Computed sales figures on a monthly basis.
- Paid Sales visits to existing clients and sent introductory letters to prospective clients.
- Was responsible for the firm in taking orders.
- Followed up on jobs ordered by clients.
- Planned and made arrangements for Exhibition Shows held.

Research Volunteer for Professor Jennifer Spencer

George Washington University Business School

Accra, Greater Accra

Jun – Dec 2007

- Personally distributed questionnaires to various local and foreign companies.
- Interacted with respondents concerning the survey.
- Corresponded with Ghanaian representative concerning progress of the survey.

PROJECTS/RESEARCH

- Project Team Member, Investing on the Ghana Stock Exchange Sep – Dec 2007
- Financial Analysis of Cocoa Processing Company Apr 2007
- Research: Choice/Preference of Hair Relaxing creams amongst female students in Ashesi Apr 2007
- Research: Developing an innovative product or service by applying marketing mix tools Oct 2007

CO-CURRICULAR ACTIVITIES

Health Representative (Welfare Committee), Ashesi University College.

Aug 2007 – Jan 2008

Internal Secretary/Marketing Officer, Ashesi Sports Committee (Ashesi Student Council)

Jan – Dec 2007

VOLUNTEER EXPERIENCE

Student Tutor

Intermediate Class (Street Academy)

Accra Arts Centre, High Street

Mar 2008

- Taught the children basic English, Mathematics and Environmental Studies.
- Had tutorial sessions for students with learning difficulties in subject areas such as English and Mathematics.
- Provided students with learning difficulties extra assignments to work on.

Volunteer

Joy FM Easter Soup Kitchen (Efua Sutherland Children's Park)

Apr 2007

- Distributed used clothing and food to less privileged in society.
- Mentored and socialized with the street children.

OTHER SKILLS

- Competent in Microsoft Word, Excel and PowerPoint.
- Good team work and organizational skills.
- Good Communication skills and inter-personal skills.

REFERENCES

Available upon request

Evans Ohene Asiamah

P. O. Box 9333 KIA, Accra

Cell: +233 244569192

evans.o.asiamah@gmail.com

OBJECTIVE

To work towards the competitiveness of organizations by applying my experience in operations management.

EDUCATION

Ashesi University College

BSc. Business Administration

Expected date of graduation June 2009

Accra, Greater Accra

- **Relevant Courses:** Leadership Seminar Courses | International Trade & Policy | Operations Management | Managerial Accounting | Market Research | Corporate Finance | New Product Development

WORK EXPERIENCE

Customer Service Team Leader

British Airways World Cargo

Airport, Accra

September 2007-present

- Third in-command responsible for Operations, Customer Service & Sales.
- Attend to customer complaints and worldwide operational enquiries.
- Responsible for staff scheduling/training, staff uniform/travel, vehicle maintenance, stationery and permits.
- Assist other regional stations whenever the need arises.

Customer Service/Sales Assistant

British Airways World Cargo

Airport, Accra

Nov 2002-Sept 2007

- Liaised between Account Manager and Customer Service Manager to ensure good customer service delivery.
- Successfully resolved customer complaints and responded to enquiries.

Cargo Officer

AFGO Ltd (Now Aviance Ltd)

Airport, Accra

Jan 2001 -Nov 2002

- Prepared Import Documents to enable clients to deliver their goods through CEPS.
- Ensured customer satisfaction by investigating complaints and providing solutions.

Sales/Office Assistant

TT Brothers Ltd

Tema

Jan. 1999-May 2000

- Contributed to the initial setup of the company by assisting the Managing Director.
- Ensured superior sales performance during exhibitions at the Ghana Intl. Trade Fair.
- Assisted in logistics issues by ensuring that imported items were duly cleared through CEPS.
- Attended to general customer complaints and enquiries.

ACHIEVEMENTS

Co-Founder and Director, Gemsol Ltd (www.gemsol.com.gh)

Kwabinya, Accra

Oct 2005 – present

- Gemsol is a Key Niche Player in the delivery of business grade IT services.
- We offer comprehensive services catering to web design services, web development, hosting services and e-commerce solutions.

OTHER SKILLS

Basic skills in Microsoft Word, Excel, PowerPoint, Lotus Notes

Language: Fluent in English with strong writing and communication skills

References:

Available upon request

Felix Dzidzor Adotey

Phone: 028-5248647, 028-5234701

dadotey@gmail.com

OBJECTIVE

A self-motivated person seeking to apply research skills and competitive strategy ideas to any organisation

EDUCATION

Ashesi University College, Accra
BSc. Business Administration

Accra, Greater Accra
Expected date of graduation: May 2009

Relevant courses: Competitive strategy Corporate Finance Marketing Financial Accounting
Market Research New Product Development Organisational Behaviour

Sunyani Secondary School, Sunyani
Senior Secondary School Certificate, General Science

Sunyani, Brong Ahafo
2000-2002

WORK EXPERIENCE

Computer Laboratory

Ashesi University College

Accra, Greater Accra
Jan-March 2008

- Ensured smooth running of lab by attending to computer/printer glitches
- Escalated complex technical problems to IT manager for immediate resolution

E-learning Africa

Accra International Conference Centre

Accra, Greater Accra
June 2008

- Dedicated attention to details as a member of the 'room minders' team to guarantee participants a room that had all the needed equipment, stationary and snacks for the conference

RESEARCH & PROJECTS

- Evaluated market development, penetration, cost leadership, and differentiation strategies for service providers in Ghana's Mobile telecom industry
- Analysed financial statements for UTC Estates Ltd to determine the company's standing on profitability, financial leverage, liquidity, asset management efficiency and shareholder's investment interest
- Researched on Ashesi University students' behavior towards movie rentals
- Researched on selecting a suitable catering company that will run school canteen

COMPUTER SKILLS

Intermediate level of proficiency in Microsoft Word, Excel, Power Point, Access

OTHER SKILLS

- Good communication skills developed through class presentations
- Good research and writing skills developed through class projects and essays

CO-CURRICULAR ACTIVITIES

Member, Kingdom Christian Fellowship

HOBBIES

Listening to music and watching football
Enjoys playing musical instruments

REFEREES

Available upon request

Frederick N.O. Welbeck

P. O. Box AN5450, Accra-North

Cell: 0208330214

fwelbeck@gmail.com

OBJECTIVE

To obtain a full time job in Human Resources in a reputable organization with considerable room for career advancement.

EDUCATION

Ashesi University College

BSc. Business Administration

Accra, Greater Accra

Expected date of graduation May 2009

- **Relevant Courses:** Managerial Accounting, Entrepreneurship, Marketing, Competitive Strategy, Organizational Behaviour, Negotiation, Corporate Finance, Human resource Management

PROJECTS/RESEARCH

Ashesi University College

New Product Development

August-Dec 2008

- Researched into the usage of bag-shelves in Ashesi University library
- Designed a laptop-bag and school bag-shelf for Ashesi University College based on research findings

Mediators Beyond Borders

Corporate Conflict Resolution

May, 2008

- Analyzed the causes of conflict at the work place
- Recommended effective negotiating skills for resolving future conflicts

Ashesi University College

Market Research

Nov-Dec 2006

- Feasibility Study on the level of *Patronage of the Ashesi Health Centre by students*
- Designed and administered questionnaires to sample views of students on the issue

WORK EXPERIENCE

Intern

African Aurora Business Network (AABN)

Dec 2008-Jan2009

- Analyzed and reviewed a Business Plan for a mango farm project
- Recommended ideas for HR programme for recruiting volunteers, interns and national service personnel
- Prepared a budget for implementing the programme
- Designed individual requirement and job description for specific job roles

CO-CURRICULAR ACTIVITIES

Pioneer member, Anointed Investment society

Jan 2006 - present

Volunteered in a Community Service at the Buduburam Camp

March 2008

House coordinator for National Union of Presbyterian Students of Ghana (NUPSG), PRESEC, Legon

2003 - 2004

Member, Presbyterian Boys' Secondary school, Legon Drama Club

2002 - 2004

OTHER SKILLS

Proficient with Microsoft Word, Excel, PowerPoint
Strong writing and communication skills

Able to adapt quickly to new work environments

REFERENCES

Available upon request

GODSON QUAYE

Tel.: +233 (0)24 444 3158

gqlit@hotmail.com

OBJECTIVE

To work with an organization that helps me to sharpen my finance and human resource management skills

EDUCATION

Ashesi University College

BSc Business Administration

Accra, Ghana

Expected date of graduation: May 2009

Courses: Human Resource Management | Corporate Finance | New Product Development | Managerial & Financial Accounting
| Operations Management | Marketing | Design | Statistics | Development Economics

Presbyterian Boys' Secondary School

Business elective

Accra, Ghana

Oct 2002 – Aug 2005

WORK EXPERIENCE

Part-time Intern, Corporate Services

| **Scancom Ghana Limited**

Accra, Ghana

Aug – Oct 2008

- Created a data capturing and analysis sheet for tracking division-specific expenses using Excel
- Assisted in financial forecasting for a project by the MTN Ghana Foundation
- Contributed to reputation planning and management project

Summer Intern, Scheme Loan Department

| **Barclays Bank of Ghana Limited**

Accra, Ghana

Jun–Jul 2008

- Reconciled and captured electronic data of client
- Monitored correspondence between bank and clients

Spring Intern, Human Capital Management Division | **Goldman Sachs International**

London, England

Apr 2007

- Gathered feedback on recruitment process from successful candidates
- Presented recommendations to senior level management on ways to improve recruitment processes

HR Training and Development Intern

| **Graphic Communications Group Ltd**

Accra, Ghana

Dec 2006– Aug 2007

- Analyzed feedback on polls conducted by Training and Development Unit
- Scheduled employees' annual leave roster and assisted in staff welfare record-keeping
- Compiled annual management performance appraisals and helped with intern recruitment

PROJECTS

- Group work to develop a new room alerting device for commercial purposes Sep–Dec 2008
- Operations Management group project to design location strategy for a dummy firm Mar–Apr 2008
- Investment project to invest GH¢15,000.00 for an imaginary client Oct–Dec 2007

EXTRA-CURRICULAR ACTIVITIES

Career Peer Advisor, Ashesi University

Dec 2005–date

Volunteer Trainer and Counselor, Mediators Beyond Borders (Buduburam refugee camp, Ghana)

Mar 2008

ACHIEVEMENTS

- Member of winning debate team, Ashesi Inter-class Debate
- Elected as Vice President of PRESEC Students' Representative Council 2004/2005 academic year
- Awarded for exemplary leadership – 67th Speech and Prize-giving Day, PRESEC

SUMMARY OF SKILLS

- Able to work under pressure and take initiative
- Adept with Microsoft Office Suite (Excel, Word, Access, PowerPoint)
- Good interpersonal skills and efficient teamwork ability
- Able to communicate effectively, with strong command over English Language

OTHER INTERESTS

| Meeting people | Editing and proofreading | Finding out new things

REFERENCES: Available upon request

Iris Naa Okailey Okantey

P.O Box OS7, Accra
Cell: 233 264211815
niokantey@yahoo.com

OBJECTIVE

A focused individual looking for a challenging job that enhances my accounting skills and to positively contribute to an interactive working environment.

EDUCATION

Ashesi University College

BSc. Business Administration

Accra, Greater Accra

Expected date of graduation June 2009

- **Relevant Courses**

Economic Development

Expository Writing

Leadership Seminars

Investments

International Trade

Corporate Finance

Organizational Behaviour

Operations Management

New Product Development

WORK EXPERIENCE

Work Study: *Secretary*

Ashesi University

Accra, Greater Accra

August – December 2006

- Answered and redirected incoming calls
- Assisted with providing information to prospective students and parents

Internship: *Marketing Department*

CAL Bank

Accra, Greater Accra

June – August, 2007

- Opened accounts for students
- Visited target population to market new banking service

Internship: *HR Department*

Barclays Bank Ghana Limited

Accra, Greater Accra

June – August, 2008

- Received and transferred calls
- Collaborated with the HR Officer to recruit new employees
- Prepared interview assessment sheets to include relevant questions for vacant positions
- Utilized organizational skills to entering interview reports into database

PROJECTS/RESEARCH

- Research: The Behaviour of Ashesi University Students Towards Trading on Campus March, 2007
- Financial Analysis, Accra Brewery Limited April, 2007
- Development of a New Product: Shelf for holding bags in the library September-November, 2008

CO-CURRICULAR ACTIVITIES

Volunteer, Joy FM Easter Soup Kitchen

April 2003

Secretary, Official Newsletter, Ghana Christian International High School

August 2004

Volunteer, Community service at the Street Kids Academy

October 2006

Volunteer, Community Service at the Trinity Home Foundation

March 2008

Leader, Women of Virtue, Kingdom Christian Fellowship (KCF)

January 2008 – May 2009

ACHIEVEMENTS

Principal's Honor Roll

Ghana Christian International High School

2003

Dean's List

Ashesi University

2007

OTHER SKILLS

Competent with Microsoft Word, Microsoft Excel and Microsoft PowerPoint
Languages: Familiar with basic French and Good Writing and
Communication skills in English

REFERENCES

Available upon request

KWADWO BOATENG

PMB CT 499, Cantonments – Accra

Cell: +233 (0)24 362 1985

E-mail: pjboat@hotmail.com

OBJECTIVE

To obtain a challenging position in a financial organization where my business and customer relation skills will be assets.

EDUCATION

Ashesi University College

BSc. Business Administration

Greater Accra

Expected Graduation Date: June 2009

Courses: International Finance Operations Management International Trade and Policy
Managerial Accounting Organizational Behaviour New Product Development
Corporate Finance Competitive Strategy Leadership Seminar
Investments Human Resource Management Business Law

Presbyterian Boys' Secondary School, Legon

Senior Secondary School Certificate [Business]

Greater Accra

Graduation Date: August 2004

PROFESSIONAL QUALIFICATIONS

Chartered Institute of Bankers [CIB]

Intermediate Level

Ghana

Greater Accra
October 2008 – Present

Association of Chartered Certified Accountants [ACCA]

Fundamentals [Level I, Level II]

UK

Greater Accra
December 2007 – Present

Ghana Stock Exchange [GSE]

Securities Course

Greater Accra
June 2008 – Present

WORK EXPERIENCE

Intern, Audit Section

KPMG - Ghana

Greater Accra
Jun – Aug 2008

- Prepared working papers on the audit of clients' financials
- Vouched expenses incurred in clients period under review
- Assisted in the preparation and package of clients employee pay slips
- Checked accuracy of disbursements and deposits of clients provident fund
- Tested controls to verify the effectiveness of clients management controls

Intern, Legal Department

UT Financial Services Ltd

Greater Accra
May 2007– Jan 2008

- Teamed up with Legal Department to create database housing information on default loans
- Represented the company and reported on court proceedings involving defaulted clients
- Organized company reports for filing at Registrar's General Department
- Networked all company branches to access the Legal Department via server

Sales Representative

Everstone Concrete Company Ltd

Greater Accra
Nov 2004 – Aug 2005

- Prepared invoices, receipts and waybills daily and assisted in inventory management
- Relied on good communication skills to inform customers about products of the company
- Meticulously took measurements of clients floor space to determine number of products needed
- Assisted clients in selecting products for their homes based on home style and colour preferences

COURSE PROJECT

Managed a hypothetical portfolio of GH¢15,000.00 with a team

Oct – Dec 2007

- Invested to optimize return for imaginary client over 8 weeks
- Monitored performance of listed stocks on Ghana Stock Exchange
- Made periodic presentations to class on performance of stocks

CO-CURRICULA ACTIVITIES

Volunteer, Christ Faith Foster Home, Frafraha

March 2008 – Present

Member, Investment Society, Ashesi University College

Feb 2005 – Present

Member, Welfare Committee, Ashesi Students Council

Oct 2005 – May 2006

REFERENCES: Available upon request

Mercy Afrowah Badu

C/O Mr. Daniel Welbeck
P.O. BOX AN5450, Accra-North
Cell: 0208384506
afrowahb@yahoo.com

OBJECTIVE

To work in the financial department of a reputable organization that would boost my skills and experience in finance.

EDUCATION

Ashesi University College

BSc. Business Administration

Accra, Greater Accra

Expected date of graduation June 2009

- **Relevant Courses:** Managerial Accounting, Entrepreneurship, Marketing, Competitive Strategy, Financial Accounting, Investment, Corporate Finance, International Finance

WORK EXPERIENCE

Intern:

African Aurora Business Network (AABN)

Darkuman, Accra

Dec 2008 – January, 2009

- Prepared 2008 income statement and a budget for 2009
- Prepared a budget for the 10th Anniversary Launch of AABN
- Analyzed and reviewed a business plan for a mango farm project

Work study: Receptionist

Ashesi University College

Cantonments, Accra

January – May, 2005

- Received and transferred incoming and outgoing phone calls
- Packaged and issued admission forms to applicants
- Answered admission inquiries by phone and in person from prospective students and guardians

PROJECTS/RESEARCH

Individual Project, Company Valuation: Forming and valuing a company Aug-Oct 2008

Project team member, New Product Development: Aug-Oct 2008
Developed a new tomato box for retailers and wholesalers to enable them keep fruits fresh for longer periods

Individual Project: Researched on common financial methods used in valuing companies listed on the Ghana Stock Exchange Aug-Oct 2008

Individual Research: Students Perception on Canteen Services at the Ashesi Hostel Jan-Apr 2007

CO-CURRICULAR ACTIVITIES

Community service, volunteer trainer with Mediators beyond Borders, Liberian refugee camp Mar 2008

Pioneer member, Anointed Investment Group Ashesi University College 2006 – Present

Member, Kingdom Christian Fellowship (KCF) Ashesi University College 2005 - 2007

OTHER SKILLS

Basic knowledge in Microsoft Word, Excel, PowerPoint

Language: Fluent in English with strong writing and communication skills

REFERENCE:

Available upon request

Michael Offei

P. O. Box GP 17286, Accra
Cell: 233 243021004

OBJECTIVE

To find a position in the field of finance, investments and economic development with the possibility to increase my experience in international relations.

EDUCATION

Ashesi University College
BSc. Business Administration

Accra, Greater Accra
Expected date of graduation May 2009

Relevant Courses: International Finance; Corporate Finance; Investment; Managerial Accounting; Financial Accounting; Development Economics; International Trade and Policy; Business Law; Operations Management; Competitive Strategy; New Product Development; Leadership

Lincoln Community School
IB Diploma

Accra, Greater Accra
Graduated May 2005

ACHIEVEMENTS / AWARDS

United States Presidential Award for Academic Excellence	Lincoln Community School	Aug 2001 – May 2005
Ghanaian Representative	THIMUN	Hague, Netherlands Jan 2001- Aug 2003

WORK EXPERIENCE

Research Analyst	Databank Financial Services Ltd	Accra, Greater Accra June 2007 – August 2007
-------------------------	---------------------------------	--------------------------------------------------------

- Appointed as Project Manager for the company's campaign to target young investors
- Led the team to develop a website that attracts young investors
- Prepared a project document for future expansion
- Prepared financial data for several media houses in Ghana
- Prepared a report that was published on the effect of the energy crisis on businesses and households
- Updated company's website with financial information daily
- Collated financial data for several exchanges in Africa for stock evaluations

Ghanaian Coordinator	Ghana Student Educational Fund	Ohio, USA Dec 2006 - present
-----------------------------	--------------------------------	----------------------------------------

- Coordinate all the operations of the fund in Ghana
- Produced a documentary for fund raising in the United States
- Liaise with board members from Ohio Wesleyan University
- Selected and screened potential candidates for scholarship
- Organized official launch of fund in December of 2008
- Conducted a pilot program for full implementation of program
- Advised the group on best investment strategy for the fund

PROJECTS/RESEARCH

• Stock Recommendation, Produce Buying Company	2007
• Research: The most effective means of marketing Ashesi University	2007
• Research: Evaluating the prices of Unilever goods in comparison to competitors	2007
• Report: The effect of energy crisis on companies and households	2007
• Project: Managing investment portfolio for a prospective client	2007
• Research: Evaluation of mobile phone companies in Ghana	2006
• Case Study: Assessing profitability of Medexpress's decision to relocate to Accra	Nov/Dec 2006

CO-CURRICULAR ACTIVITIES

Prayer director	Kingdom Christian Fellowship	Jan 2009 - present
Volunteer	Trinity Home Foundation	March 2008
President	Ashesi Student Council	Jan 2008 – Dec 2008
Member	Debate Society	Sep 2007 – present
Captain	Basketball Team	Sep 2004 – 2005
Member	National Honor Society	Sep 2003 - 2005

REFERENCES

Available upon request

MONICA-MARIA BEECHAM

P.O Box 5344, Accra - North
Cell: 024-3487145 or 027-7313915
Email: missbeecham@gmail.com

OBJECTIVE

To develop skills in finance, management and customer relations in a challenging work environment whilst contributing to the achievement of the organization's goals.

EDUCATION

Ashesi University **Labone, Accra**
Bsc. Business Administration **Graduating 2009**

Association of Chartered Certified Accountants (ACCA)

Paper F1 (Accountant in Business); **June, 2008**
Paper F2 (Management Accounting); **December, 2007**
Paper F3 (Financial Accounting) **December, 2007**
Paper F6 (Taxation) **December, 2008**

Holy Child School **Cape Coast,**
Business Accounting **Central Region**
August 2004

WORK EXPERIENCE

Intern **Glico Life Insurance** **Accra, Ghana**
July-August 2008

- Used double entry principles to record transactions in Axim Accounting Software
- Recorded premiums and calculated claims on insurance policies for policy holders

Audit Assistant **Pannell Kerr Forster** **Accra, Ghana**
May-July 2007

- Audited Financial Statements of companies in cooperation with audit team
- Aided in the preparation of final accounts of companies

Customer Service Representative **Kasapa Telecom Limited** **Accra, Ghana**
May-July 2006

- Sold phones and activated mobile phone lines for customers
- Employed problem solving skills to ensure customer satisfaction while responding to over 100 customer complaints in day
- Meticulously prepared daily reports to reflect the day's activities

Front Desk Personnel **MMRS Ogilvy** **Accra, Ghana**
Nov 2004-July 2005

- Received and redirected calls to different departments
- Warmly welcomed clients and visitors
- Conducted administrative duties such as filing, faxing, photocopying
- Processed quotations and invoices
- Arranged materials, stationeries and snacks for meetings

RESEARCH/PROJECTS

- Project Team Member: New Product Development – Shelf 09 Library Bag Shelf **Sept, 2008**
- Project Team Member: Developing an Efficient location strategy **April, 2008**
- Project Team Member: Investment Portfolio Management **Sept-Nov 2007**
- Financial Statement Analysis – Fan Milk Ghana Limited **March, 2007**
- Community Service Project Member– Clothes and Stationery Drive **Mar-Apr 2008**

CO-CURRICULAR ACTIVITIES

- Member – Ashesi Investment Society
- Volunteer Tutor – Street Kids Academy, Accra
- Career Peer Advisor – Ashesi University
- Volunteer – Elearning Conference 2008, Accra

ACHIEVEMENTS

Dean's List **2007/2008**
Institutional Scholarship – Ashesi University **2005-2009**

OTHER SKILLS Competent in the use of Microsoft Word, Excel, PowerPoint and Outlook
Good communication and writing skills

REFERENCES Available upon request

Moses Teye Mensah

PMB Community 6, Tema.
Cell: 028-505-1772
ttmensah@hotmail.com

OBJECTIVE

A highly motivated, result-oriented individual seeking a career opportunity in marketing or finance in a reputable organization

EDUCATION

Ashesi University College
BSc. Business Administration

Accra, Greater Accra
Expected date of graduation: May2009

- **Relevant Courses:** Competitive Strategy, Marketing, Leadership, Organizational Behavior, Business Law, Finance, Financial Accounting, Investment, Macroeconomics, Operations Management, Corporate Finance

SOS Hermann Gmeiner International College (SOSHGIC)

Tema, Greater, Accra
Aug 01 – June05

- International Baccalaureate (IB) Certificate
- Cambridge International General Certificate of Secondary Education (IGCSE) - Merit Honor Certificate

WORK EXPERIENCE

Assistant Commercial Specialist Foreign Commercial Service (FCS), U.S. Embassy

Accra, Greater Accra
May – Aug 08

- Researched to identify and recruit business owners, CEOs for the following trade events in the U.S: the Mining Show (MINEXPO'08), Automotive Aftermarket Industry Week (AAIW'08) and the Water Quality Event (WEFTEC'08)
- Collaborated with team members to organized a luncheon and pre-departure briefings for the Ghanaian Delegation to Cosmetic Show (COSMOPROF'08) and International Wood Working Furniture Show (IWF'08) in the U.S
- Corresponded with FCS clients via e-mail and telephone and responded to inquiries from both American and Ghanaian businesses

Tutor Ashesi University Writing Centre

Accra, Greater Accra
Nov-07-Dec 08

- Taught and helped students to research, write good essays and cite references properly
- Promoted the use of the Writing Centre through various means such as posters and emails

Intern Regional Training Centre, British High Commission

Accra, Greater Accra
July 07

- Collaborated with team members to organize and participate in a Customer Focus Workshop to improve customer service
- Prepared synopsis on management training videos and designed questionnaire for interns

Lead Facilitator SOSHGIC (International Students' Orientation)

Tema, Greater Accra
Jun 05- Aug 06

- Effectively mentored 25 new International students to facilitate adjustment to a new environment and educational system
- Planned and organized tours for students; coordinated the work of team members

PROJECTS/RESEARCH

Team Leader, New Product Development Group project, (the development of a Manometer Water Tank)

Aug – Dec'08

Team Member, Investment project: Made a hypothetical one month investment of GHC 15,000 on the Ghana Stock Exchange and had a return of GHC 1,144.46

Jan – April'07

Company Valuation, Corporate finance valuation of Jubilee Oil Ltd

Aug – Dec'08

Thesis: Ghana's Oil Discovery: How to avoid the Resource Curse; Lessons from Oil Exporting Countries

Jan – April'09

CO-CURRICULAR ACTIVITIES

Chairman, Academic Committee, Ashesi Student Council

Dec'07 – Dec'08

Assistant Program coordinator, Democracy and Governance Institute, Kokrobitey Institute Accra

Jan'08

Community Service, Osu Children's Home, Tutored BECE Candidates English and Math

April'08

Pioneer Member, Ashesi Investment Society

April'06

Team member, Ashesi Football Team

Aug'05 – 07

OTHER SKILLS

Intermediate level experience with Microsoft Word, Excel, PowerPoint, Outlook and Lotus Notes
Language: Fluent in English with strong writing, verbal and presentation skills

REFERENCES:

Available upon request

Nana Achiaa Mansah Awuah-Frimpong

P. O. Box AN 19990, New Achimota – Accra.

Cell Phone: +233 243 827 202

nachiaa85@hotmail.com

OBJECTIVE

To obtain a fulltime job in an enabling environment that utilizes and maximizes my customer service skills in the financial industry.

EDUCATION

Ashesi University College

BSc. Business Administration

Accra, Greater Accra

2005 - 2009

- **Relevant Courses:** Financial Accounting Corporate Finance Organizational Behaviour
Competitive Strategy Marketing Economics

Association of Certified Chartered Accountants (ACCA)

Oxford Brooks BSc. Accounting (UK)

- **Completed Part I:** Accountant in Business, Management Accounting, Financial Accounting (F1, F2 and F3)

ACHIEVEMENTS/AWARDS

Dean's List 2006-2008

WORK EXPERIENCE

Intern, Barclays Bank Ghana, Human Resource Department

Accra, Greater Accra

July, 2008

- Received, analyzed and sought for approval of staff claims.
- Utilized organizational skills to daily update the database for staff claims.

Intern, Barclays Bank Ghana, Human Resource Department

Accra, Greater Accra

December, 2007

- Sorting of 3,000 application letters weekly.
- Updating daily the HRM management information system.

Intern, Barclays Bank Ghana, Human Resource Department

Accra, Greater Accra

May – August 2007

- Administrative duties: Received applications, preparing offer letters, photocopying, filing and sorting files.
- Prepared interview premises & assessment sheets, new hirers' pack and scheduling of interviews.
- Verified of new employees documents and followed up when necessary.
- Conducted reference checks for potential employees.
- Actively participated in interview process for new employee selection.

Intern, Sonnidom Ltd, Operations, Finance and Auditors Department

Accra, Greater Accra

May-August 2006

- Prepared daily reports for sales and purchases of each business unit.
- Assisted in preparing reconciliations and financial statements for the firm.
- Supervised the sales representatives at the fuel tanks.
- Adjusted the accounts of debtors, creditors and other parties in the General Ledger using the company's software.
- Prepared product order for fuel products from Tema Oil Refinery (TOR).

Intern, Sonnidom Ltd, C-Mart

Accra, Greater Accra

- Participated in selling of products and periodic stocktaking in the supermarket as part of a team. June-August, 2002
- Received and checked goods from suppliers.
- Captured data of products in the supermarket using Windows Microsoft Excel Software.

OTHER SKILLS

- Excellent interpersonal relations, customer service skills and communication skills.
- Excellent team player and organizer.
- Good leadership skills.
- Proficient in the use of Microsoft Office: Word, Excel, PowerPoint and Access.
- Speak, read and write English and Dutch fluently.

CO-CURRICULAR ACTIVITIES

- *U-Pal*, Council on International Educational Exchange (CIEE), Ashesi University College 2007-2008
- *Member of Academic Committee*, Ashesi University College January-May 2006
- *Career Peer Advisor*, Ashesi University College 2006 to present
- *President*, Ghana United Nations Youth & Students Association (GUNSA) Club, Wesley Girls' High School 2004-2005

REFERENCES

Available on request

OKYEAME KWAKU MANU SARFO

P.O. Box CT 5805, Cantonments- Accra

Phone Number: 026-7-007-678

E-mail: sarfokyeame@gmail.com

OBJECTIVE

To work with an organization that would utilize and improve my skills in human resource, marketing and public relations.

EDUCATION

Bsc. In Business Administration	Ashesi University College, Ghana	2005-2009
Certificate in French Language	Ecole Superieure des Sciences del' Education, Morocco	2003-2004
Senior Secondary School Certificate	Prempeh College, Kumasi, Ghana	2000-2002

WORK EXPERIENCE

Forecaster	Internal Revenue Service, Accra	July – August 2007
<ul style="list-style-type: none">Entered data for receipts and computed returnsPrepared rolling budgets		
Sports Journalist	SUNDAY WORLD Newspaper Agency, Accra	January -April 2007
<ul style="list-style-type: none">Researched and wrote three page sports articles for weekly publicationsEdited world news, business report and campus life pages for publication		
Concept Developer and Analyst	KASAPA Telecommunication, Accra	June- August 2006
<ul style="list-style-type: none">Created several newspaper and TV advertisements to market Kasapa productsConducted telephone surveys with over 200 clients to asses product satisfaction		
Marketer	ASI Systems Ltd, Kumasi	August 2002-2003
Designed a coding system for residences as part of a pilot project		
<ul style="list-style-type: none">Visited 500 homes to educate them on the importance of the zip code projectSold 450 zip codes out of 500 homes visited		
Teaching Assistant & Marketer	Dataronics Consultancy, Kumasi	August 2002-2003
<ul style="list-style-type: none">Tutored a group of students computer basic courses in Ms Word, Excel, Corel DrawSold software products to educational institutions and expanded client base		

CO-CURRICULAR ACTIVITIES

- Judiciary and Electoral Committee Chairperson, Ashesi University **2007-2008**
- Volunteer, E- Learning Africa **2008**
- Co – Founder, Vice-president and Organizer Ashesi Debate Society **2006 - 2008**
- Reporter, Peace FM—reported on the pre-match condition when Kumasi Asante Kotoko FC played WAC (2003) and FAR (2004) of Morocco

SKILLS

Advanced Proficiency in Corel Draw, Ms Word, Ms Excel, Adobe Photoshop, and Ms Power Point.
Good communication skills, good leadership abilities, team player and good organizational skills

Language skills: French

HOBBIES

Playing and watching Soccer, Track and Field

REFERENCES

Available upon request

Olusina Oluwole Odeniyi

P. O. Box LG 363, Accra
Cell: +233 243836177, +234 8034085539
oodeniyi@gmail.com

OBJECTIVE

To find a challenging position that utilizes my capabilities, education and experience in Business Administration

EDUCATION

Ashesi University College

BSc. Business Administration

Accra, Greater Accra

Expected date of graduation June 2009

Relevant Courses:	Managerial Accounting	Macro Economics	Marketing
	Operations Management	Financial Accounting	Investment
	Corporate Finance	International Trade and Policy	Leadership Seminar
	Competitive Strategy		

WORK EXPERIENCE

Part-time Job : CFAO Ghana LTD **Accra, Ghana**
February 2009

- Market products to potential customers
- Schedule meetings and appointment for the sales manager
- Maintain and develop relationships with existing customers
- Gather market and customer information
- Advise on forthcoming product developments

Summer Intern: KitchenBathPlus **Ibadan, Oyo State**
May- August 2008

- Developed Company's marketing strategy
- Conducted a feasibility study on the industry to better position the company
- Assisted in setting up the policies company
- Involved in day-to-day running of the company

Summer Intern: CitiKleeners **Ibadan, Oyo State**
May – August 2007

- Drafted proposal letters for contracts
- Conducted surveys to gather information on potential clients
- Visited potential customers to create prospects for new business
- Represented the company at events

PROJECTS/RESEARCH

- | | |
|------------------------------------------------------------------------|-------------------|
| • Financial Analysis, Guinness Ghana Limited | April 2007 |
| • Market Research: Why Students stay in Hostels | April-May 2007 |
| • Feasibility Study: Location Strategy for pharmaceutical companies | March-May 2008 |
| • Invested and managed an imaginary amount on the Ghana Stock Exchange | August – Dec 2007 |

CO-CURRICULAR ACTIVITIES

Volunteer, Community service, Christ Faith Foster Home	March 2008
Member, Judicial Council (Ashesi Student Council)	Dec 2006 – Dec 2007
Volunteer, Community Service, Borehole Project	March 2008 - present
Volunteer, Community Service, Street Kids Academy	October 2006

ACHIEVEMENTS

Dean's List August – December 2007

OTHER SKILLS

Proficient with Microsoft Word, Excel, PowerPoint
Language: Strong writing and communication skills in English
Good analytical and interpersonal skills

REFERENCES

Available upon request

PATIENCE BEDIAKO

P.O. Box NG 170, Nungua-Accra

Cell: 233 244087951

patience.bediako@yahoo.com

OBJECTIVE

To proactively work in an organization that utilizes my human relational skills whiles shaping my organizational experience.

EDUCATION

Ashesi University College

Bsc. Business Administration

Accra, Greater Accra

Expected date of graduation **June 2009**

Relevant Courses: Human Resource Management; Entrepreneurship; Organizational Behavior; Marketing

WORK EXPERIENCE

Administrative Assistant

SOKACIL Enterprise Nungua, Accra

June – August 2008

- Utilized skills in design to design letterheads, receipts, and invoices
- Employed skills in financial accounting to analyze petty cash book and ensured workers were paid on time

Board Secretary

Brite Light Services Ltd. Accra

May 2007 – December 2008

- Taking and processing minutes for the board
- Circulating agenda to members via internet and in person

Front Desk Executive

Ashesi University College Labone, Accra

August 2007 to date

- Received and screened incoming calls to faculty and staff members
- Provided appropriate information to prospective students and parents in person and via telephone

PROJECTS

Project Team Member

- Invested and monitored a GHC10,000 imaginary sum on the Ghana Stock Exchange
- Employed skills in New Product Development to bring an improvement to the existing tomato crate in the market.

RESEARCH

- Utilized skills in Market Research to conduct a research into Students' Perception of Nokia Phones

VOLUNTEER

- Employed skills in Leadership to teach and support kids of the Street Kids Academy **March 2008**
- Registered participants at the annual conference dubbed; 'e-learning Africa 2008' **May 2008**

CO-CURRICULAR ACTIVITIES

- Member, Ashesi Investment Society **April 2006**

SKILLS

- Basic computer knowledge in Microsoft Word, Excel, PowerPoint and typing
- Good writing and presentation skills
- Excellent inter-personal skills

INTERESTS

- Table-tennis, Lawn Tennis and Music

REFERENCES: Available upon request

Paul David Arde-Acquah

P. O. BOX 8689, Accra-North.

Cell: 233242131213

pauldavid@hotmail.com

OBJECTIVE

To work in a position that requires a combination of interpersonal and leadership skills in Human Resource and Client Services.

EDUCATION

Ashesi University College

BSc. Business Administration

Greater Accra

Sept 2005 – May 2009

- **Relevant Courses:** Financial Accounting Leadership Marketing Market Research Investments Operations Management International Trade

Cambridge Ordinary Level Certificate Examination

Ghana International High School

Greater Accra

Sept 2002 – Sept 2005

Senior Secondary School Certificate Examination (SSSCE)

WORK EXPERIENCE

Trade Services Collection Agent; Summer Intern: Ecobank Ghana Limited (Head Office)

Greater Accra

July – Sept 2008

- Received and carefully recorded documents from remitting banks
- Sorted out and collected documents from clients
- Updated Import Collection Register as and when payments were due
- Prepared Letters of Transfer of documents to other banks upon client request
- Under went training for Ecobank Transactional Incorporated (ETI) Public Share Offer

Redenomination (RDE) Agent; Summer Intern: Standard Chartered Bank (SCB) Limited

Greater Accra

June – Sept 2007

- Participated in a Teller-training program
- Undertook a Redenomination program in relation to the new Ghana Cedi
- Marketed and opened over 2000 new "Access 247" accounts introduced recently by SCB.

Receptionist; Work Study, Ashesi University College

Greater Accra

Aug – Dec 2005

- Provided answers about enquiries made by visitors and prospective students
- Received phone calls and took messages for Staff and Faculty

RESEARCH

Project Team Member, research on Kasapa Telecom Limited

Greater Accra

Aug – Dec 2005

- Collaborated with 23 colleagues on a hypothetical research into how a telecommunication company like KASAPA could improve its services.

CO-CURRICULAR ACTIVITIES

General-Secretary, Ashesi Student Council (ASC)

Ashesi University College

Dec 2007 – Dec 2008

Vice-President, Ashesi Welfare Committee

Ashesi University College

Aug – Dec 2007

Participant, US Embassy Program to raise funds for Ashesi Scholarship Fund, Accra

Dec 2007

Participant, Joy FM Easter Soup Kitchen, Accra

Sept 2004-2007

OTHER SKILLS

Conversant with Microsoft Word, Excel, PowerPoint and strong writing and communication skills.

INTEREST

Interacting with people, reading, browsing the internet, playing soccer and listening to music

REFERENCES

Available upon request

ROSE ABA DODD

P. O. Box, AN 12515, Accra North, Ghana; Tel: +233 24 0261 651, +233 24 4810 277
Email: roseaba@yahoo.com; abadodd@gmail.com

OBJECTIVE

To work in a growing organization that supports creativity and initiative to and to apply analytical skills in the area of project management and planning.

EDUCATION

Business Administration	Ashesi University College Accra	Aug 2005-May 2009
<ul style="list-style-type: none">Relevant Courses: Operations Management, Market Research, Marketing, Competitive strategy, Managerial accounting, Statistics, Micro and Macroeconomics, International trade and policy, Negotiations, Organizational behavior, New product development, Leadership Seminars International FinanceAwards/Honors: Dean's List (GPA 3.5 and above) 2006-2009 Princess Awoonor-Williams Scholarship award recipient 2007/2008 academic year		

WORK EXPERIENCE

Intern Research, Budgeting and Corporate Services Division	MTN Ghana Limited	Aug- Oct 2008
<ul style="list-style-type: none">Designed a workflow for the division to serve as a basis for drafting a policies and procedures documentDesigned a template for the creation and production of MTN Ghana's first local sustainability reportConducted first-line review of sponsorship requests and drafted responsesCreated a foundation to allocate weights and scores to the critical factors that drove reputation for MTN Ghana		
Business Relations and Event Planning Officer	V.O.I.C.E.S Ghana	May- Aug 2008
<ul style="list-style-type: none">Organized an out-dooring and child participation event for the organizationCreated a sustainable volunteer recruitment and retention strategyFacilitated the designing of a youth friendly peer education strategy for club participants		
Intern: Corporate Credit Management Department	Barclays Bank of Ghana Limited	May- Aug 2007
<ul style="list-style-type: none">Analyzed Management Account and Debenture figures for purposes of customer monitoring and controlConducted industry research and analysis as a first step to determine the eligibility of credit proposalsDesigned a workflow sheet for Credit Managers to track work turnover		

RESEARCH/ PROJECTS

Project Team Member	Developing a new product (A library bag shelf)	Nov 2008
<ul style="list-style-type: none">Conducted customer and user research and set specifications for the productAnalyzed technical and economic viability of the product based on customer response and data collected through researchPresented final product to the class and an audience of potential buyersCompiled and presented a report of the project upon completion		
Project Team Member	Developing an efficient location strategy for a pharmaceutical company	April 2008
<ul style="list-style-type: none">Analyzed the options available to the hypothetical company in selecting a new locationResearched into the demand and market-dynamics of the available locationsPresented findings to class and industry expertsCompiled a report upon completion		
Project Team Member	Investing on the Ghana Stock Exchange (GHC 10,000)	Sept- Nov 2007
<ul style="list-style-type: none">Invested on the Ghana Stock ExchangeMonitoring stock performance and changed portfolio mix periodically based on market information gatheredPresented weekly activity of the stocksCompiled final report of stock performance after a period of 3 months		

CO-CURRICULAR ACTIVITIES

<ul style="list-style-type: none">Volunteer facilitator and mentor, VOICES GhanaFacilitator, UNICEF and Local Government National Children's Summit on SanitationCareer Peer Advisor, Career Development Center, Ashesi UniversityParticipant, Kokrobitey Institute - Democracy and Governance Leadership Program	Aug 2008 - date Nov 2008 March 2006 - May, 2009 Jan 2008
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------

OTHER SKILLS

Excellent communication skills, organizational and keen analytical skills, good team player with interpersonal skills, fast learner, proficient with the use of Microsoft office suite (Word, Excel, Power point, Publisher), effective and efficient multi-tasking skills

INTERESTS

Art and Culture, Music, Sketching, Writing, Reading, Sewing and needle work, meeting new people, singing, project planning and implementation

REFERENCES: Available upon request

Selom Coco Ahadji

P. O. Box OS651, Osu Accra

Cell: 233 243 673 254 • 021 776 222
ahadjiselom@hotmail.com

OBJECTIVE

To find a challenging position that meets the capabilities of an assiduous and intelligent Business Administration student with exceptional interpersonal and task oriented skills

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Business Administration

Accra, Greater Accra

Expected date of graduation May 2009

Relevant Courses:

Managerial Accounting • Entrepreneurship • Marketing • Competitive Strategy
Operations Management • Investment • Corporate Finance

WORK EXPERIENCE

Sales Manager

Feutchu Trading & Consultancy Ltd.

Tema, Greater Accra

Jun 2008 – Present

- Marketing and distribution of FTC Products in the Greater Accra region
- Collaborate with Shipping & Forwarding agent to ensure quick delivery of FTC containers upon arrival at harbor

Intern at Great Wolf Lodge

Colonial Williamsburg

Williamsburg, VA, USA

Jun – Aug, 2007

- Compiled and filed official documents for the Administration Dept.
- Ensured customer satisfaction by promptly attending to the customer complaints relating to bookings / room setup
- Took stock of inventory at Breakfast Continental

Summer Intern: Research Assistant

African Immigration & Refugee Foundation

Silver Spring, MD, USA

Jul – Oct, 2004

- Helped with compiling research information for head of foundation
- Updated client and donor information in databank

PROJECTS/RESEARCH

- Project: Company valuation for ARYTN, Ecobank and Fan Milk Oct 2008
- Research: Impact of an increase in oil prices on the Ghanaian Economy Sept - Dec 2005
- Research: The impact of the closure of Sabena on the airline market in Togo Apr /May 2003

CO-CURRICULAR ACTIVITIES

Member, Judiciary and Electoral Committee (Ashesi Student Council)

Dec 2006 – Dec 2007

Member, Ashesi Investment Society

Jan 2006 - present

Community Service, International Child Empowerment Network

Mar – May, 2008

Tutor, English as Foreign Language, Lycée de Tokoin (Lomé Togo)

Jan – May 2003

Participant, US Embassy program to raise funds for Ashesi Scholarship fund

Jan – May 2003

ACHIEVEMENTS

Duke of Edinburgh Awards, Bronze / Silver

Jan 2002

Kellogg's ASA Swimming Awards, Bronze / Silver / Gold

May 2003

Certificate, Ghana Red Cross Society

Oct 2006

OTHER SKILLS

Designing questionnaires, administering and conducting research projects

Expert with Microsoft Outlook, Word, Excel, PowerPoint and Visio

Fluent in English and French with strong writing and communication skills in both

INTERESTS:

Reading, Playing Chess, Playing Soccer, Cars

REFERENCES:

Available upon request