

AMOATENG-ASABRE GIDEON

Box Ks7449, KUMASI-GHANA

amoatengag@gmail.com

+233 (0) 547479096 / +233 (0) 509036073

❖ PERSONAL OBJECTIVE

To maximize my skills and abilities in a well-organized organization to help the organization and myself reach our objectives.

❖ SKILLS AND KNOWLEDGE

- Good in application of Microsoft Office Suite.
- Ability to perform complicated mathematical calculations.
- Strong analytical, organizational, project planning and forecasting skills
- Good in writing and presenting of reports.
- Excellent written and verbal communication skills.
- Work with speed and accuracy to attain result with little or no supervision.

❖ EDUCATION

➤ 2012-2016

University of Cape Coast, Cape Coast - Ghana

Degree (Bachelor of Management Studies) with major in Business Management and minors in Accounting and Economics

➤ 2007-2011

Boa-Amponsem Senior High School, Dunkwa On Offin – Ghana

WASSCE (Business Accounting option), Financial Accounting, Business Management, Economics and Elective Mathematics

➤ 2004-2007

Komfo Anokye Junior High School, Kumasi – Ghana

BECE

❖ LEADERSHIP

➤ 2015-2016

University of Cape Coast Association of Business Students (UCCABS), UCC
Planning Committee Member

➤ 2015-2016

Students Representative Council (SRC), UCC
Financial Committee Member

➤ 2012-2016

Boa-Amponsem Past Students Association (BAPSA), UCC
Treasurer

❖ WORK EXPERIENCE

➤ 2019-2020

Methodist Hospital, Ankaase
Administrative Manager

- **2018-2019**
Ghana Broadcasting Corporation (GBC), Kumasi-Ghana (**NABCO**)
Finance Department (Accounts Clerk)
 - **2017-2018**
Redemption International School, Suame-Ghana
Primary Five (5) Class Teacher
 - **2016-2017**
Abirikasu D/A Junior High School, Drobo-Ghana (**NATIONAL SERVICE**)
Information and Communication Technology Tutor
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❖ **SEMINARS AND COURSE ATTENDED**

- BUSINESS CONFERENCE 2012 - Self-development, motivational and business seminar, UCC 15th September, 2012
 - WEBSITE DEVELOPMENT USING JOOMLA - A three week intensive training course organised by Greensoft Systems Ltd, UCC 11th November, 2012
 - APPLIED EXCEL SEMINAR – A month intensive workshop dubbed “Unleashing the power of Excel”, UCC
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❖ **HOBBIES**

- Playing football
 - Watching movies
 - Listening to music
 - Playing video games
 - Reading
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❖ **REFERENCES**

- Mr. Opoku Frimpong Derick,
Admin. Officer,
Local Government Services, Kumasi,
+233 (0) 208428004
- Mrs. Adu-Nketiah Winifred,
Secretary,
Ghana Police Service, Accra
+233 (0) 242048217
- Mr. Akoto Frimpong John,
Headmaster,
Redemption International School, Suame
+233 (0) 246184688