

Abdul-Rashid Alandu Alhassan

P. O. Box CT883, Accra
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aralhassan@gmail.com

OBJECTIVE:

Looking for an opportunity where I can apply my knowledge and skills in management, information technology and marketing.

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Management Information System

Greater Accra

Expected date of graduation June 2010

- **Relevant Courses:** Managerial Accounting Entrepreneurship Marketing Competitive Strategy
Advance Database Management E-commerce Web Technology

PROJECTS/RESEARCH

- Operation Management: Service quality management for Crystal Rose Hotel (April /May, 2009)
- Research: Financial impact of Dagbon Chieftaincy crisis to the government (April /May 2006)
- Marketing Plan for Star Assurance Company, Project (Nov /Dec 2006)

WORK EXPERIENCE

Marketing, Finance and IT Executive

Brooks Support Services1 Greater Accra

July – August, 2008

- Seeking sponsorship for events
- Responsible for writing reports
- Work in partnership to updates software
- Entered data into admissions database.

Head of Finance (Africa Renaissance Movement) Ashesi University College

Greater Accra

Dec, 2006 - present

- Responsible for all the financial of the movement.
- Liaised with distinguished personalities such as Chief Momudu Dele
- organized seminars to dialogue on the role of leadership in Africa

CO-CURRICULAR ACTIVITIES

Chairman, Sports Committee, Ashesi Student Council

Dec 2007 – 2008

Member, Ashesi Investment Society

Dec 2006

Marketing Officer, Ashesi Campus Newsletter

2006-2007

OTHER SKILLS

Proficient with Microsoft Word, Excel, PowerPoint

REFERENCES

Available upon request

Esther Nipaa Osei

P.O.BOX KD40, Kanda-Accra
Cell: (233) 27 699 9399
esther.osei@gmail.com

OBJECTIVE

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

EDUCATION

Ashesi University College

BSc. Management Information Systems

Accra

Expected date of graduation: May 2010

Relevant courses: Entrepreneurship; Database Management; Competitive Strategy;
Marketing; Expository Writing; Web Technology

WORK EXPERIENCE

IT Intern: Ghana Cocoa Board, Accra Jun 2007-Aug 2007

- Updated the firm's financial database with data from the various departments
- Received and redirected phone calls
- Supported staff with difficulties in setting up their computers

CO-CURRICULAR ACTIVITIES

Financial Director Kingdom Christian Fellowship (KCF) – Ashesi University Jan 2007 – present

- Prepare budgets of expected expenditure and income for the semester
- Collect membership dues
- Keep record of financial accounts for the various departments
- Make bank payments
- Prepare end of semester financial statements

Volunteer Street Girls Aid-Railways Crèche Accra, Greater Accra

- Assisted with distribution of food to kids March 2009
- Maintained order during class times
- Assisted to paint a classroom for the kids

House Representative Leadership International - Tema Secondary School Aug 2004 - Jun 2005

- Collected membership dues from the various houses and called on members for meetings

SKILLS

- Proficient with Microsoft Word, Excel, PowerPoint, Access, Outlook
- Good research and writing skills developed through class projects and essays

ACHIEVEMENTS

- Institutional Scholarship, Ashesi University College (Jan 2009 – present)
- Part of a team that organized KCF's worship night, held at the Covenant Family Community Church (Oct. 2009).
- Public Speech: Wrote and delivered a speech during the 5th anniversary celebration of Ashesi University College (Apr. 2007).
- Institutional Scholarship, Tema Secondary School (Feb 2002 – Aug 2005)

INTERESTS

Music, Reading, Singing, sketching, meeting new people, watching lawn tennis

REFERENCES

Available upon request

Eunice Naa Anyema Korley

P. O. Box OF 354 Ofankor, Accra

Cell: 233 262840713

eunice_korley@yahoo.com

OBJECTIVE

Seeking a challenging position in Finance that will utilise my skills in financial and managerial accounting while developing my competencies

EDUCATION

Ashesi University College

BSc. Management Information Systems

Accra, Greater Accra

Expected date of Graduation June 2010

- **Relevant Courses** Introduction to finance, Financial Accounting, Quantitative Methods, Competitive Strategy, Managerial Accounting, Operations Management, Marketing, E-Commerce.

ACHIEVEMENTS

- ACCA Part I Dec 2006

WORK EXPERIENCE

Human Capital Intern Ernst & Young Ghana, Accra

July – August 2009

- Aided in acquiring work permits of clients
- Proof-read documents

Tax Intern Ernst & Young Ghana, Accra

June – August 2008

- Filed documents
- Paid corporate tax of clients
- Drafted letters

PROJECTS/RESEARCH

- A company valuation; Super Paper Products Company Limited (May, 2008)
- Research Project: "Doing business in Ghana" specifically looking at issues concerned with protecting investors (Dec, 2006)

CO-CURRICULAR ACTIVITIES

- Financial Secretary, Methodist Youth Fellowship, Ga Mission Circuit 2010
- Community Service, Street Girls' Aid, Accra 2009
- Member, Finance Sub-Committee, Methodist Youth Fellowship 2009
- Secretary, Fund-Raising Committee, Methodist Youth Fellowship 2008
- Member, A Smile to Share NGO 2005
- Member, Protocol Committee, St. Rose's Senior High School 2004-2005

OTHER SKILLS

Fundamental skills in Microsoft Word, Excel, Access and PowerPoint

REFERENCES

Available upon request

Hossun Moughrabi

P.O Box 10577 Accra-Ghana

Phone: +233-249-599995

Email: hossun@live.com

OBJECTIVE

To find a challenging management position that meets my capabilities and education in Information Systems and Business Administration in order to build a stable career.

EDUCATION

Ashesi University College, Accra-Greater Accra Aug 2006 – May 2010
Bsc. Management of Information System

- **Relevant Courses:** Marketing, Design, Operations Management, Text and Meaning, Social Research Methods, Leadership Seminars, and Negotiation and Conflict Resolution

St. Mary's Sec. School Senior Secondary School Certificate Examination April 2002-Aug2005

WORK EXPERIENCE

Front desk receptionist Ashesi University College Sep – Dec 2006

- Redirected phone calls.
- Attended to visitors

Sales management Birotana Ltd, Accra Dec 2005-Aug 2006

- Management of financials and sales of purified water.
- Supervising manufacturing process.

Volunteer, Support Teacher Amal Mouazzen, Accra May - Aug 2002

- Assisted children between the ages of 6 and 10 in Arabic language.

ACADEMIC PROJECTS

- Marketing plan for MTN - how to increase its share in the telecommunications industry in Ghana. (Aug/Dec 2008)
- Financial Statement Analysis of Golden Web Ltd. (Jan/May 2008)
- Social research on the average income of girl street hawkers in Accra. (Jan/April 2007)
- Marketing analysis and interpretation of Nokia Corporation, Procter and Gamble, Supermercados Disco among others (Aug/Dec 2005)

EXTRACURRICULAR ACTIVITIES

- Participant in College for Ama (COFA) program for educating young village girls Aug 2007 and Aug 2008
- Community Service volunteer at Osu Children's Home March 2009

SKILLS AND INTERESTS

- Proficient with Microsoft (MS) Word, Excel, PowerPoint and MS Project
- Language: Fluent in English and Arabic with good communication skills and familiarity with French

- Interests: Designing accessories, Drawing, Artworks, Touring, Networking

REFERENCES

Available upon request

Joshua N. T. Addo

P.O. Box MP 1820, Mamprobi Accra

Cell: 233 243584253

intaddo@gmail.com

OBJECTIVE

To engage myself within the Infrastructure department that has the challenges and hands-on activities that meet my capabilities, education and experience in Management Information Systems

EDUCATION

Ashesi University College	Accra, Greater Accra
Bsc. Management Information Systems	Expected date of graduation June 2010
<ul style="list-style-type: none">Relevant Courses: Design, Databases, Operations Management, Engineering Software	

WORK EXPERIENCE

Developer 2010	TrolleyDirect, Accra	January-March
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- Develop and maintain database to be used for online shopping cart transactions

Instructor	CofA(College for Ama), Accra	July 2009
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- Instructed the girls within the program on basic computer usage
- Tutored girls on indigenous dance

IT lab Assistant 2008	Ashesi University College, Accra	February – May
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- Managed minor networking issues for students in terms of internet; laptop connectivity; printing issues
- Forwarded information concerning technical faults to head of IT

Business Development Officer 2007	Biz-Literacy, Accra	May – August
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- Assisted with the running of workshops by ensuring clients requests/needs were handled in a timely manner
- Ensuring clients had all needed materials/equipment for workshops

PROJECTS/RESEARCH

- Benefits and demerits of the oil discovery at Cape Three Points, Western Region-Ghana; Ashesi University (Jan-May, 2008)
- Defining and raising African issues with possible solutions using convenient local materials: X-prize project by the X-prize foundations; Ashesi University (Aug-Dec, 2008)
- Application development: five-man team creating a user application and database for NGO's nursery schools'. Community service; SGAID (Street Girls Aid), (Jan-May, 2009)
- Web Application: eight-man team involved in creating a web interface and database for Ashesi's Career Service department (Jan-May, 2009)

CO-CURRICULAR ACTIVITIES

Member, Ashesi 2010 Graduation and Yearbook Committee	January 2010- present
Volunteer, Energy Solutions Foundation (NGO)	August - December 2009
President and Co-founder, The Art Factory of Ashesi University	February 2009 - present
Member, Academic Committee (Ashesi Student Council)	August 2006 – January 2007

ACHIEVEMENTS

- **Certificate of Merit, Best Male Actor;**
Philadelphia Dramatic Arts, Mount Zion Methodist Church, Korle-Gonn January 2006
- **Certificate of Merit, Best Participation;**
Philadelphia Dramatic Arts, Mount Zion Methodist Church, Korle-Gonno December 2009

OTHER SKILLS

Proficient with Microsoft Word, Access, Excel, Visio, PowerPoint
Design and Illustration

References: Available upon request

Joshua Tabu Shehe

P.O. Box 90572, Mombasa, Kenya
Cell: +254752501226
Shehe_j@yahoo.co.nz

OBJECTIVE

A highly motivated, result-oriented individual seeking a career opportunity which will involve using technology to find practical solutions for problems in a reputable organization.

EDUCATION

ASHESI UNIVERSITY COLLEGE

BSc. Management Information Systems

Greater Accra

Expected date of graduation June 2010

- **Relevant Courses:** Marketing, Computer Programming, Operations Management, Web Technologies, Managerial Accounting, Database Management, Mobile Web Programming, E-commerce, System Administration and Operating System.

WORK EXPERIENCE

Cashier

Wild Waters Kenya, Mombasa, Kenya

May 2008 – Aug 2008

- Managed money collection to the accounting department

PROJECTS/RESEARCH

- Bamburi Cement LTD Financial Analysis Aug 2007
- Research on particle emission from vehicles and the way forward March 2008
- Pregnancy in Style: marketing plan for pregnant women who want to dress in style Aug 2008
- Research on service design of street food vendors Aug 2008
- Web site development for Sate Transport Cooperation March 2009
- Web site development for publishing articles online Jan – May 2010

CO-CURRICULAR ACTIVITIES

Community Service: Osu Children's Home, Ghana

March 2009

SOS Hermann Gmeiner International College (SOSHGIC)

Aug 2004 – May 2006

- Environmental Initiative
- Fund raising activities for our school programs

OTHER SKILLS

Proficient Microsoft Word, Excel, PowerPoint
Language: Fluent in English and Swahili.

REFERENCES

Available upon request

Julia Adjoa Amoah Appiah

Phone: 0244-271-290

Address: P.O.Box TF 346, La-Accra, Ghana Email: adjoa.appiah@gmail.com

OBJECTIVE

A highly motivated, creative and efficient individual who wishes to maximize her abilities in a robust commercial field. I would like to be part of a firm where I would learn and contribute greatly, were I would be challenged to be the best I can be.

EDUCATION

Ashesi University College

BSc. Management Information Systems

Accra, Greater Accra

Expected to graduate in June 2010

- **Relevant Courses:** Entrepreneurship, Ecommerce, Advanced Database Management, Systems Administration, Networks and Systems Distributed Computing, Financial Accounting, Marketing, Managerial Accounting, Operations Management, Competitive Strategy, Computer Programming, Introduction to Finance, Leadership Seminars

WORK EXPERIENCE

Training Assistant

Excellence Consultancy Service, Accra

May-July 2009

- Trained individuals in applied Excel and Microsoft Access

Research Aide, Ashesi/University of Berkley Project, Accra

May 2007

- Translated data from questionnaires into Excel database
- Researched and obtained data on private universities in Ghana

Admissions Office Intern

Ashesi University College, Accra

Jan-May 2007

- Kept track of incoming and outgoing applications and entered data
- Organized and packaged admissions mail
- Attended to enquires made by prospective students/parents

Front Desk Personnel

Ashesi University College, Accra

Sep-Dec 2006

- Answered and transferred calls to appropriate persons
- Attended to visitors
- Conducted administrative duties as needed

Supervisor

Ave Maria Health Farm, Tema

Oct-May 2006

- Worked in secretarial and supervisory positions
- Conducted administrative duties as needed
- Kept records of daily stock and sales
- Managed the facility when managers were away

PROJECTS

Business Plan : Entrepreneurship

Aug 2009-May 2010

- Part of a team that is writing a business plan for an Event Management Company
- Performed and wrote a marketing research paper on the Event Management Company

Web-Technologies and Database Management: Career Service Application

Mar 2009 - May 2009

- Part of a team that developed a web application for the career services department
- Helped with the designing of the database

Financial Accounting: Financial Statement Analysis

Mar 2008

- Analyzed financial statements of Woolworths Holdings Limited

ACHIEVEMENTS AND EXTRA-CURRICULAR ACTIVITIES

- President, Kingdom Christian Fellowship of Ashesi Aug 2009- to date
- Vice- President of the Ashesi Student Council Nov 2008-Nov 2009
- Leader of the Aggrey Chapel Choir, Achimota School 2004-2005

SKILLS

- Proficient with Microsoft Office
- Conversant with computer programming languages: JAVA, HTML and PHP

REFERENCES

Available upon request

Mariam M.W. Beiruti

P. O. Box 16975
Accra - North
Cell: 233 246 000296
marriamb@yahoo.com

OBJECTIVE:

To work in a challenging field that requires multi-tasking within the marketing or branding department of the organisation where I can make use of my creative skills and knowledge in marketing.

EDUCATION

Ashesi University College Greater Accra

Bsc. Management Information Systems
graduation June 2010

Expected date of

Relevant Courses: Marketing, Strategic Brand Management, Operations Management, Design, Text and Meaning,
Social Research Methods and Negotiation and Conflict Resolution.

WORK EXPERIENCE

Sales and Marketing Intern Kwatsons Ghana Limited (KGL) May -
August, 2009

- Assisted the sales manager in his daily activities, organized schedules merchandised products, marketed new products.
- Organized contacts with graphic designers as well as other types of designers.

Theme Designer Shoprite, Ghana August,
2009

- Designed and implemented a Ramadhan theme for SHOPRITE, Ghana
- Coordinated with graphic designers

Support Teacher Al Rayyan International School June,
2008

- Assisted class teachers with class work and researching for relevant class material

Front Desk Personnel Ashesi University College Aug -
Dec, 2007

- Redirect requested phone calls
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Accessory designer (Faut bijoux) June
2006 - date

- Design and make necklaces, earrings and bracelets upon order

PROJECT /RESEARCH

Team Member "Finding the average income of female hawkers between the ages of 12-17" Jan -
April, 2008

- Researched the prevailing average income of female hawkers between 12 and 17 years.
 - Found the average income of the female hawkers among other attractive information.
 - Proposed ways to improve upon the conditions of hawkers in Ghana.
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Marketing Situational Analysis: Nokia, Fan Milk, Procter and Gamble Aug -
Dec, 2008

CO-CURRICULAR ACTIVITIES

Co-editor, ARM Pinnacle (Ashesi Campus Newsletter) 2007 – 2008	Sept,
Participant in College for Ama (COFA) program, Ashesi University College, Accra 2007 & 2008	Aug,
Community Service volunteer, Osu children’s Home. March 2008	Feb -

OTHER SKILLS

Conversant with Microsoft Word, Excel, PowerPoint, Visio
Languages: Fluent in English and Arabic and basic French.
Interests: Reading, designing accessories, creative drawing, traveling, writing poems and meeting people.

REFERENCES

Available upon request

Nah-Abiah Mould

P. O. Box 144, Accra, Ghana
Cell: +233 0243 251401
nah-abiah@hotmail.com

OBJECTIVE

A dynamic and hardworking individual aimed at obtaining a challenging job position that would utilize and enhance my problem solving, communication, and writing skills.

EDUCATION

Ashesi University College Accra

BSc. Management Information Systems Expected date of graduation,
June 2010

Relevant Courses: Web Technologies, Marketing, Database Management, Competitive Strategy, Operations Management, Social Research Methods, Negotiation, Managerial Accounting, Discrete Mathematics, Quantitative Methods, Expository Writing, Networks, Software Engineering.

WORK EXPERIENCE

- | | | |
|--|---|------------------|
| Executive Assistant
Present | LUXE Concierge & Consulting, Accra | Jan 2009 – |
| | <ul style="list-style-type: none">Manage web-related issues.Provide administrative support to the Executive Board.Liaise between Executive Board and employees. | |
| IT Intern
2009 | theSOFTtribe, Accra | July 2009 – Aug |
| | <ul style="list-style-type: none">Assisted in software planning stage of software for a client companyManaged call-centre | |
| Research Analyst Intern
2009 | Databank, Accra | June 2009 – July |
| | <ul style="list-style-type: none">Collated information required to create company profilesAssisted research analysts with data entry, analyzing and computing financial information for quarterly report. | |
| Math Student Tutor
2008 | Ashesi University College, Accra | Sept 2008 – Dec |
| | <ul style="list-style-type: none">Tutored students with problems in mathematics. | |
| IT department Intern
2007 | Zenith Bank Ghana, Accra | July 2007 – Aug |
| | <ul style="list-style-type: none">Setup customers for internet banking and deposit notification, and Linked accounts to respective ATM cards.Printed statements and activity reports for customers.Setup bank accounts for new customers.Patched computers to internal network during move to new office.Installed a newly developed program onto customer mobile phones. | |

PROJECT/RESEARCH

- | | | |
|--|---|---------------------|
| Group Leader, Ashesi University College Online shop web application | Accra | Nov 2009 |
| | <ul style="list-style-type: none">Developed a web application to provide a central location for the sale of products by students of Ashesi University College | |
| Group member, Ashesi University College Career Services web application | Accra | March - May
2009 |

- Developed a web application to manage services offered by Career Department at Ashesi University College

CO-CURRICULAR ACTIVITIES

- Volunteer teacher at Tenashie Junior High School, Accra April 2008
- Volunteer teacher at R.C. Basic School, Peki-Tsame Oct 2008

OTHER SKILLS

- Proficient with the Microsoft Office Suite (Word, Excel, PowerPoint, Access, Visio)
- Good programming skills and conversant with Java, HTML, JavaScript, PHP, AJAX programming languages.
- Conversant with MS Access, MYSQL, and Oracle databases.

REFERENCES: Available upon request.

Nutifafa Ayimey

P.O. Box AN 8798 Accra
+233 244 770631
nayimey@gmail.com

OBJECTIVE

Seeking to work in business related IT positions where I would be able to learn and grow.

EDUCATION

Ashesi University College

Bsc. Management Information Systems
2010

Accra
Expected date of graduation June

- Relevant Courses: Software Engineering; Database Management; Web technologies; Competitive Strategy; Financial Accounting; Managerial Accounting

ACHIEVEMENTS

*Dean's List 2008 Ashesi University College

WORK EXPERIENCE

Academic Representative Ashesi University College 2009 – present

- Represented the interests of my class on the academic committee
- Relayed information from the Ashesi Student Council to my class
- Brainstorming to come up with ideas to make the academic life of Ashesi students enjoyable

Student assistant 3rd International Conference on ICT Accra, Ghana June 2008

- Assisted in the technical setup including preparation of conference bag and portfolio
- Assisted with the registration of delegates

Training Consultant Excellence Consultancy Services Limited, Accra 2006 - present

- Helped clients develop Ms Excel spreadsheets to suit their job requirements
- Facilitator in Ms Excel training for various companies including Millicom Gh Ltd, Ecobank Development Corporation, COCOBOD and Stanbic Bank
- After sales servicing

CO-CURRICULAR ACTIVITIES

Member, The Art Factory, an arts and drama club, Ashesi University College 2009
Volunteer, Street Girls' Aid Baby Project, Railways, Accra March 2009

- Assisted with feeding the children
- Assisted with teaching the children
- Assisted in painting the classroom

OTHER SKILLS

- Familiar with the Microsoft Office suite especially Ms Excel, Ms Word and Ms Outlook

REFERENCES

Available Upon request

¹ The dean's list is a compilation of the names of students with a G.P.A. of 3.5 or higher every semester.

Romeo Owusu-Aning

Address: Box ST 104 STC Yard Kaneshie
Mobile phone: 0243-122787 E-mail: rowusuaning@yahoo.com

OBJECTIVE

An aspiring Information Systems and Enterprise systems architect seeking challenging roles in a multi-cultural environment.

EDUCATION

Ashesi University College

Accra, Greater Accra

BSc. Management Information Systems

Expected graduation date: June 2010

▪ Relevant Courses:

Operations Management | Quantitative Methods | Database Management Systems| Operating Systems and Sys. Admin
Networks & Distributed Systems| Programming | Web-Technologies & E-Commerce| Mobile Web Programming

WORK EXPERIENCE

Intern, Quality Assurance Department

Genkey Africa

Accra, Greater Accra

June -Aug 2009

- Researched on Open source learning management systems
- Developed and executed test cases for software application
- Reviewed and edited software application documentation and manuals

Intern, Marketing and Administration

Smartline Publishers Ltd

Accra, Greater Accra

July -Aug 2008

- Marketed company's products at educational seminars
- Prepared orders
- General office administration

Intern, Communications & Outreach Department

West Africa Trade Hub

Accra, Greater Accra

June-Sept 2007

- Managed web content and updated marketing materials(brochures and newsletters)
- Part of enquiries team at exhibition booth for 2007 AGOA forum
- Managed online information system

PROJECTS/RESEARCH

- Intranet Application for Village of Hope Orphanage Jan-April 2009
- Service Quality Evaluation, *Ecobank* Osu Branch Apr 2009
- Research: Usability Testing for Google Mobile SMS Application July 2008
- Research Paper (co-author) ICAST 2007: The One Laptop Per Child Project and Its Applicability to Ghana Nov 2007

EXTRACURRICULAR ACTIVITIES/VOLUNTEER WORK

President, Ashesi University Student Council(ASC)	Ashesi University	Dec-2008-Dec 2009
President, Africa Renaissance Movement	Ashesi University	Jan 2007- to Dec 2008
Volunteer, E-learning Africa Conference 2008	AICC, Accra	May 2008
Volunteer, Baah-Wiredu OLPC Pilot Project	Kanda Cluster of Schools	May 2008
Volunteer, Democracy Institute	Kokrobitey Institute	Jan 2007

AWARDS RECEIVED

2008/2009 Good Citizen Award	Ahesi University	Feb 2009
2 nd Place Winner Best Internship Essay Competition	Ahesi University	Oct 2007
Institutional Scholarship	Ahesi University	Aug 2006
2 nd Place winner, The Vice President's Campaign for Greater Discipline Essay Competition		May 2003

OTHER SKILLS

Strong working knowledge in MS Office Suite and internet applications

REFERENCES

References are available on request

Roseline Mills

C/o Mr. Dan Mills,
Stanchart Bank Box 768
Tel: +233 20 924 6959
Email: roseline.mills@yahoo.com

CAREER OBJECTIVE

Seeking a position that requires the development and implementation of IT solutions to business related problems, with special interest in database management

EDUCATION

Ashesi University College

Accra

Bsc. Management Information systems
June 2010

Expected date of graduation

Relevant Courses:

Quantitative Methods
Programming
Financial Accounting
management

Social Research Methods

Computer

Discrete Mathematics

Advanced

Database

RESEARCH WORK

Team member
2006

"Doing business in Ghana"

September

- Visited Organisations to find out problems new and existing businesses face in dealing with taxation
- Identified the effects of such taxation on these businesses.

WORK EXPERIENCE

Audit Assistant
2009

Deloitte and Touche, Accra

June – August

- Conducted due diligence on outstanding liabilities on behalf of client
- Conducted forensic audit to determine misappropriation on behalf of client

Research assistant/Receptionist
2008

Deloitte and Touche, Accra

June – August

- Researched into accessibility of funds for small and medium scale enterprises.
- Conducted desk research on behalf of clients
- Received and made phone calls

Sales Personnel
August 2007

Giftils Enterprise, Tema

August 2005 –

- Worked as a salesperson
- Prepared annual financial accounts
- Liaison between the customers and the management

Distributor

Ghana Home Loans, Accra

November 2006

- Provided advice on obtaining mortgages and financial help for buildings.
- Distributed brochures to key areas of Accra

Computer laboratory attendant

Ashesi University College, Accra

August 2006

- Ensured that laboratory rules were obeyed
- Provided help to students who had any difficulty whilst using the computers.
- Reported major IT glitches to IT administrator

KEY SKILLS

- Proficient in Microsoft Office; Word, Excel, Access, PowerPoint
- Programming skills in VB.NET

EXTRA CURRICULAR ACTIVITIES/ HOBBIES

- Volunteer teacher, Street Girls' Aid Crèche, Accra March 2009
- Member of the Arts Factory, an art and drama club, Ashesi University 2009

REFERENCES

Available upon request

Solomon Kwashie Kofigah

P.O. Box KN 3270 Kaneshie, Accra, Ghana

Cell: +233-24-4603257 / 028-6003294

Email: skkofigah@gmail.com Web: <http://sskkofigah.uuuq.com>

OBJECTIVE

To apply knowledge in the Management Information Systems field where ethics and continuous learning is required. Special interest in: Mobile, Web and Database applications, and Networking.

EDUCATION

Ashesi University College

Accra

BSc. Management Information Systems

Expected day of graduation

June 2010

- **Relevant Courses:** Mobile Web Programming, Advance Database System, Java Programming

E-commerce, Software Engineering, Competitive Strategy,

Investments

Association of Chartered Certified Accountants (ACCA Part II)

Expected day of graduation:

Dec 2011

WORK EXPERIENCE

Trainee Accountant and Software Support

SCG Associates, Kanda, Accra

June –

Aug, 2009

- Prepared financial statements and financial statement analysis for companies, using:
 - Pastel Partner 2009 - SageLine 50 - QuickBooks Premier 2009
- Developed a website for SCG Associates.

Host and Tour Guide

FnA Travels & Tours, Osu, Accra

Jan –

Feb, 2008

- Worked as a tour guide for selected visitors for the GHANA 2008 26th African Cup of Nations.

Disc Jockey

Radio Mercury, Bantama, Kumasi

1999 -

2001

- The first teenage Disc Jockey in the Ashanti Region, hosting panel discussions and playing music.

Entrepreneur/ Chief Executive Officer

Love International Promotions, Accra

May,

1999

- Registered an educative and entertainment company at age 17 and held events for school children.

PROJECTS/RESEARCH

- **Thesis:** Mobile Payment System: The Challenges To Its Adoption In Ghana and What Can Be Done To Make It Catch Up? (May 2010)
- **Social Research Methods Group Project:** Teachers' Tenure and Job Satisfaction. (Feb/April, 2008)
- **Design Group Project:** Researched Recycling behaviour in the Ashesi community and proposed

solutions. (Sep/Dec, 2008)

CO-CURRICULAR ACTIVITIES

Participant: Apologetics Conference 2008 Centurion, Pretoria, South Africa. July Topics
discussed include: Ethics & the Problem of Evil

Certificate of Participation FnA Training Program, Osu, Accra Oct –
Nov 2008
Topics covered: Customer care; Telephone skills; Team Building; and Anger Management.

Organising Member Africa Renaissance Movement (ARM), Ashesi University College. Aug
2006 - 2008

COMMUNITY SERVICE

Accra Psychiatric Hospital: serving medication and assisted in admission procedures. Oct 20th – 24th
2008 Participant: Teens to the Top, Tuntum Culture, at Dubois Memorial Centre, Accra.
Aug – Dec 2007

OTHER SKILLS

Conversant with Pastel Partner 2009, Sage Line 50, QuickBooks 2009, Crystal Report 10, Microsoft Office 2007, PHP, HTML, XML, AJAX, JavaME, JavaScript, Database: MS Access, MySQL, & Oracle.

Languages: Intermediate speaking, reading and writing in French.

Interests: Soccer, Debate, Reading, programming, travelling, and taking part in creative projects.

REFERENCES: Available upon Request