

ANTWI AGYEI KUFUOR

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PROFILE

Well educated and committed to the highest possible professional and ethical standards. Possesses good inter – personal skills and excels within highly competitive environments. A truthful, industrious and good team player who is able to work effectively.

SKILLS

- Judgment and Decision Making
- Mathematics
- Personnel and Human Resources
- Education and Training
- Economics and Accounting
- Management of Material Resources
- Production and Processing
- Reading Comprehension
- Clerical
- English Language
- Writing
- Active Listening
- Customer and Personal Service
- Time Management
- Speaking
- Computers and Electronics

EXPERIENCE

LIFE GROWTH COMPANY LIMITEDABUAKWA, ASHANTI

C.E.O AND GENERAL MANAGER, Nov 2017 - Present

- Sets strategies and plans for the company
- The company is generally under my management.

THE GLORY TEMPLE INTERNATIONAL ATWIMA KOFORIDUA, ASHANTI

PERSONAL ASSISTANT/SECRETARY/FINANCE MANAGER, Jun 2011 - Jun 2018

Use computers for various applications, such as database management or word processing.

- Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced.
- Create, maintain, and enter information into databases.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.

- Schedule and confirm appointments for clients, customers, or supervisors.
- Arrange conference, meeting, or travel reservations for office personnel.
- Manage projects or contribute to committee or team work.

JUNIOR CHAMBER INTERNATIONAL-ATWIMA CHAPTER NKAWIE, ASHANTI

FOUNDER AND PRESIDENT, Jan 2010 - Jan 2011

- Arrange conference, meeting, or travel reservations for office personnel.
- Manage projects or contribute to committee or team work.

TOASE SENIOR HIGH SCHOOL Toase, Ashanti Region

TEACHER, May 2009 - Aug 2009

- Instruct through lectures, discussions, and demonstrations in one or more subjects, such as English, mathematics, or social studies.
- Establish clear objectives for all lessons, units, and projects and co.

ATWIMA MPONUA RURAL BANK Head Office Toase, Ashanti Region

ATTACHMENT, May 2008 - Aug 2008

- Study work orders, instructions, formulas, and processing charts to determine specifications and sequence of operations.
- Count, sort, and weigh processed items.

AKUAFO ADAMFO MARKETING CO. LTD. Bibiani, Western Region

PURCHASING CLERK, Jan 2005 - Aug 2006

- PURCHASING COCOA FROM FARMERS
- Perform buying duties when necessary.

EDUCATION

University Of Cape Coast Cape Coast, Central

- Bachelor of Arts-Business management 2011

Chartered Institute of Bankers – Ghana Accra, Greater Accra Region

- Associate of Arts- professional Banker Oct 2007

Toase Senior High School Toase, Ashanti Region

- High School Diploma Jun 2005

Junior chamber international(jci)

Certified trainer

CAREER OBJECTIVE

To execute the knowledge and information into work and achieve success by making efforts to take the company to great heights. It should allow me to utilize knowledge and skills in the best possible way and should provide

an opportunity to grow while contributing towards organizational growth.