ISAAC YEVU

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Administrative professional with experience in delivering stellar services in the private and academia sectors and with Knowledge in M&E. Highly skilled at building relationship with clients; exceptional in support staff in the administrative field and possess excellent interpersonal communication skills. Proficient at assessing needs, generating options and implementing solutions in collaboration with clients and relevant stakeholders.

PROFESSIONAL EXPERIENCE

KNUST, Kumasi, Ghana
2020 - Present
Senior Administrative Assistant

- Assist team members to coordinate admissions applications and processes. Create, maintain and update students' files. Assist the zonal coordinator and the registrars in providing needed logistics to facilitators. Support the zonal coordinator to prepare face-to-face lectures on the weekend and perform general secretarial duties.
- Handle incoming and outgoing correspondences. Assisted colleagues to cover meetings. Take meeting notes and keep accurate records of documents. Perform administrative duties such as typing minutes and memos.
- Organize preparatory meetings of oral exams. Receive and document students' thesis work assignments. Ensure students are of good standing (CWA of 55 or above: having no trails, settled all finances, plagiarism scores below 20 percent).
- Print assessment reports from supervisors, internal and external examiners via email and ensure the presence of an internal presence during defence activities.
- Compile important suggestions from internal and external examiners whiles noting students who are to resubmit or reappear during the next oral thesis defence. Prepare payments of supervision allowance and draft reports on oral exams to the Institute Registrar and Director.

Family & Reproductive Health, School of Public Health, KNUST, Kumasi, Ghana
2019 - 2020
Department of Occupational and Environmental Health/Department of Population
Senior Administrative Assistant

- Opened students' files and relevant documents. Performed general clerical duties such as photocopying and filing documents, as well as typing ETC.
- Assisted team members to prepare and manage correspondence, reports and documents. Supported colleagues to organize and coordinate meetings, conferences and travels arrangements.
- Issued attachment letters and recommendation letters to students. Wrote departmental minutes and assisted team members to organize oral exam thesis defence projects of postgraduate students.
- Maintained schedules and calendars for the head of department and lecturers in the department.

Kumasi Center for Collaborative Research in Tropical Medicine, Ghana

2017- 2019
Field Coordinator/Administrative Data Assistant

- Assisted colleagues to ensure data for projects was secured and ready for electronic processing. Entered field data into a computer; saved and secured data on various media as instructed.
- Filed hard copies brought from the field in a study folder. Checked whether study participants have socio-economic data, blood sample and blood cultures and all other samples for study purposes.
- Ensured outstanding results, barcodes and samples were available; analysed data and provided general administrative support to projects and maintained project files and data. Tracked and monitored project expenses at a sufficient level to provide meaningful analysis.
- Attended weekly project meetings as requested by the PM and kept meeting minutes for publishing to the project team.
- Pursued and monitored deliveries of materials. Executed payment applications; reviewed and coded invoices. Checked for accuracy and compared costs to complete forecast.

Kwame Nkrumah University of Science and Technology Business School, Kumasi
2014 - 2015
Dean's Office/Department of Accounting and Finance
National Service Personnel

- Assisted team members to register students. Opened students′ files and documents. Performed general clerical duties such as photocopying and filing documents; typed ETC and assisted team members in preparing and managing correspondence, reports and documents.
- Supported colleagues in organizing and coordinating meetings, conferences, and travels arrangements. Issued attachment and recommendation letters to students.
- Wrote departmental minut
- es. Assisted team members in organizing oral exams of both postgraduate and undergraduate students. Maintained schedules and calendars for the Head of Department and lecturers.

Kwame Nkrumah University of Science and Technology, Kumasi, Ghana

2013- 2014
Human Resources Development Division
Intern

- Assisted the schedule officers in processing applications for appointments and promotions of junior staff, senior staff and senior members in the university.
- Performed general clerical duties such as photocopying and filling documents; typed ETC and assisted team members in preparing folders for panel members of the Appointments and Promotions Committees (UAPC, AAPC, SSAPC and JSAPC).
- Supported colleagues in issuing applications for appointments and promotion forms to applicants. Assisted staff to set up a meeting place of the Appointments and Promotions Committees.

Coca-Cola Company Limited, Kumasi, Ghana
2012
Procurement Department
Intern

- Provided support services to the manageress on a daily basis. Assisted team members in the provision of information and resources to customers. Ensured all purchased goods were of quality.
- Assisted staff in the preparation of proforma invoices to the stores to be forwarded to the finance and human resources for further processes and payments. Ensured purchases were made on a regular basis.

MTN-Ghana, Kumasi, Ghana
2011
Intern

- Assisted the manageress in the day-to-day management of sim registrations. Provided information and general assistance to customers. Helped staff keep track of unregistered numbers.

EDUCATION

Kwame Nkrumah University of Science and Technology, Kumasi, Ghana
2020 - Present
Master of Science in Planning Monitoring & Evaluation

Kwame Nkrumah University of Science and Technology, Kumasi, Ghana
2018 - 2019
Master of Public Administration

University of Education, Winneba, Ghana
2010 - 2014
Bachelor of Business Administration (Human Resource Management)

Ejisuman Senior High School, Ejisu, Ghana
2005 - 2008
West Africa Senior Secondary Certificate Examinations

PUBLICATION

- Evaluation of the Management Practices in the Healthcare Delivery System of Ghana: A Case Study of KNUST Hospital, Kumasi: August 2020

WORKSHOP

- Modern Secretarial/Office Management Skills

REFERENCE

Charles Owusu-Antwi	Prof. Ellis Owusu-Dabo	Prof. Dadson Awunyo-Vitor
Snr. Assistant Registrar School of Graduate Studies	Pro-Vice Chancellor	Senior Lecturer Dept. of Agric.Econs
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