

# CURRICULUM VITAE

**ASIAMAH FRED AMPONSAH**  
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**Date of Birth:** 26<sup>th</sup> February 1980

**Nationality:** Ghanaian

**Sex:** Male

**Marital Status:** Married

**Languages:** English, Twi

**Hobbies:** Listening to Music, Designing, Making Friends & Watching Movies, Travelling.

**Objective:** To obtain full employment in a vibrant, learning and stable Organization with clear prospects for career growth and enhancement.

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**Education:** **2012 – 2014: University of Professional Studies Accra- Legon.**  
Bachelor of Business Administration, (Management Option)

**2001 – 2004: Takoradi Polytechnic, Takoradi**  
HND COMMERCIAL ARTS (GRAPHIC DESIGN OPTION)

**1997 – 1999: Okuapemman Secondary School**  
SENIOR SECONDARY SCHOOL CERTIFICATE (SSSCE)

## **WORKING EXPERIENCE:**

**April 2016 - To Date**  
**NATIONWIDE MEDICAL INSURANCE - Accra**  
**Job Title: Membership Officer**

### **Major Duties**

- Managing and keeping accurate and up to date membership list of the scheme
- Troubleshooting
- Enrolling new clients onto the scheme and printing of cards
- Receiving clients complaints and solving them
- Reconciliation of companies membership list for renewal
- Registration of New Members
- Photography and Graphic Design

**August 2015 - October 2015**  
**NATIONAL HEALTH INSURANCE SCHEME (GA DISTRICT) Contractor Worker**  
**Job Title: Data Entry Clerk**

### **Major Duties**

- Leading a team of workers to do an out station registration for the Scheme.
- Imputing data in computerized database and producing Biometric Health Insurance Cards.
- Ensure that the machinery and equipment used have the ability to provide quality cards.
- Dealing with compliance and solving other error messages in the Biometric system (Troubleshooting)
- Report writing and General Administrative work.

**September 2014 - July 2015**  
**NATIONAL HEALTH INSURANCE SCHEME (GA DISTRICT) NATIONAL SERVICE**  
**Job Title: Data Entry Clerk**

### **Major Duties**

- Ensure that the machinery and equipment used have the ability to provide quality cards.
- Imputing data in computerized database and producing Biometric Health Insurance Cards.
- Dealing with compliance and solving other error messages in the Biometric system (Troubleshooting)
- Report writing and General Administrative work.

**March 2012- September 2014**  
**Faces Multi Media, Dome - Kwabenya**  
**Job Title: Manager**

**Major Duties**

- Still Photograph, Video coverage & Video editing
- Providing excellent customer service in order to build and maintain strong relationship with customers.
- Training of personnel.
- Playing a key role in monitoring the overall operations of the company.
- Ensure that the machinery and equipment used have the ability to provide quality product for the client at acceptable standards.
- Designing Graphics
- Product Marketing

**Oct. 2008 - Feb.2012:**

**Agol Ghana Limited, Atomic Down Round-About, Accra.**

**Job Title: Graphic Designer, Head of Department**

**Major Duties**

- Designing Graphics
- Still Photograph
- Proof Reading
- Product Marketing
- Ensure that the machinery and equipment used have the ability to provide quality goods and services for the client at acceptable standards.

**Jan. 2008- Apr. 2008: Ad - Mart (Gh.) Ltd. Dzorwulu-Accra**

**Job Title: Graphic Designer, (Part-time)**

**Major Duties**

- Designing Graphics
- Still Photograph
- Proof Reading

**MAY 2007 - Feb. 2009: Focus Impact Media Concept, Circle-Accra**

**Job Title: Graphic Designer**

**Major Duties**

- Designing Graphics
- Still Photograph

- Proof Reading
- Screen Printer

**Sept. 2005 - Jan. 2008 MBAALA ADVERTISING, Circle-Accra**  
**Job Title: Graphic Designer (Head of Department)**

**Major Duties**

- Marketing
- Designing Graphics & Screen Printing
- Still Photograph, Video coverage
- Help Management in decision making
- Supervising all works that come into the company and make sure that we meet deadline

**August, 2005: Multi Channel Ad Agency**

**Job Title: Graphic Designer**

**Major Duty**

- Designing Graphics

**June, 2005 : Appointed Time Screen Printing,**  
**James - Town, Accra**

**Major Duty**

- Screen Printer (Casual Worker)

**2004 - 2005: Ghana Broadcasting Corporation, Kanda - Accra**  
**National Service**

**Major Duty**

- Graphic Designer (Television Programmes )

**SPECIAL SKILLS**

- Necessary skills in computer applications and Installations;
- working knowledge in MS Word, Excel, and PowerPoint;
- Advance Knowledge in Adobe Photoshop, Corel Draw, Adobe Premiere
- Advance knowledge in photography

**ABILITY AND SKILLS**

- A very hardworking and responsible young man, with excellent Interpersonal and organizational skills. I am quick to learn, innovative, creative and a good team player. Can adapt well to work under high pressure while remaining calm and accurate, highly goal and result oriented, and open to new challenges.

## REFERENCES

Mr. Frank Offei-Ansah  
Properties/Real Est. -WIP Manager  
SSNIT  
P. O. Box MB 149  
Ministries Accra  
Tel. : 0208400804

Mr. Frederick Adongo Mahama  
Audit Manager  
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Mr. Daniel Gyasi-Nyarko  
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