**CLEMENT WEWOTAH ABAGNA**

POST OFFICE BOX….

TEL: +233248639895 / +233206569895

E-MAIL: abagnawclem@gmail.com

GPS: GE-269-8985

**CAREER OBJECTIVE**

To maximize my potentials and capabilities in a highly motivated, innovative and disciplinary Organization, that has the objective of providing quality services through the utilization of my knowledge and good human relations.

**EDUCATIONAL BACKGROUND AND QUALIFICATIONS**

**Bachelor of Science (BSc) Mathematics**

University of Energy and Natural Resources

2017 - 2021

**West African Secondary School Certificate Examination 2008 - 2012**

Wa Senior High School

**Basic Education Certificate Examination 1996 2000- 2008**

Atrensu /Atrensu L/A J.H.S

**EMPLOYMENT HISTORY AND KEY RESPONSIBILITIES**

**GA WEST MUNICIPAL ASSEMBLY (2019 – DATE)**

POSITION: NABCO TRAINEE- FINANCE DEPARTMENT

RESPONSIBILITIES:

* Collect revenue for the municipality.
* Distribute property rate bills to customers.
* Take records of receipts.
* Make payment of revenue received into assembly’s bank account.

**ELECTORAL COMMISSION OF GHANA**

GENERAL PRESIDENCY & MP’S ELECTION (7TH DECEMBER 2020)

POSITION: BIOMETRIC VERIFICATION OFFICER (BVO)

**EXHIBITION- (18TH – 25TH SEPTEMBER, 2020)**

POSITION: COVID-19 PROTOCOL AMBASSADOR

RESPONSIBILITIES:

* Sensitized voters on COVID-19 protocols

**NEW VOTERS CARD REGISTRATION (30TH JUNE – 6TH AUGUST, 2020)**

POSITION: DATA ENTRY CLERK

RESPONSIBILITIES:

* Input bio-data of voters into computer software
* Printed Voter ID cards for the voters

**DISTRICT ASSEMBLY ELECTIONS (17TH DECEMBER, 2019)**

POSITION: NAME REFERENCE LIST OFFICER

RESPONSIBILITIES:

* Crosschecked bio-data of voters with their Voter ID cards.

**ABOSOMAKOTERE COOPERATIVE CREDIT UNION (JULY, 2018– DECEMBER, 2018)**

POSITION: CUSTOMER SERVICE REPRESENTATIVE

RESPONSIBILITIES:

* Greeted, welcomed and interacted with customers to help build good customer relation.
* Selling and marketing company’s product to customers.
* Processed account and loan verification before final approval.
* Opened and maintained customer accounts by recording account information.
* Resolved product and service problems by clarifying the customer’s complaints.

**ELECTORAL COMMISSION OF GHANA**

**POSITION: PRECIDING OFFICER**

 Comply with any instructions issued by the Local Returning Officer

 Ensure the secrecy and security of the ballot

 Organize the layout of the polling station and liaise if required with the key-holder of the building

 Instruct and supervise the work of the Poll Clerk

 Open and close the polling station on time

 Maintain order in the polling station

 Be polite and professional in dealing with voters, candidates and agents and others entitled to be present in the polling station  Act impartially at all times

 Account and responsible for all the ballot papers, paperwork and ballot boxes

 Ask the prescribed questions of voters when necessary, including whey asked to do so by candidates or agents or before the issue of a tendered ballot paper

 Ensure the proper procedure for voting is followed, ensuring that the corresponding number list is marked correctly

**SOCIAL SECURITY AND NATIONAL INSURANCE TRUST(SSNIT) - JUNE-AUG, 2012**

POSITION: DATA MANAGEMENT ASSISTANT (INTERNSHIP)

RESPONSIBILITIES:

* Registered clients.
* Received client’s complaints.
* Crosschecked and distributed SSNIT cards to customers.

**ACHIEVEMENTS/LEADERSHIP ROLES**

**LEADERSHIP ROLES**

* President – Ghana National Association of Adventist Students (GNAAS)

2020 - 2021

* Vice President - Ghana National Association of Adventist Students (GNAAS)
* Ghana National Association of Adventist Students (GNAAS)

**ACHIEVEMENTS**

* Built and maintained positive, mutual and productive working and customer service relations.
* Assisted in increasing the revenue for Ga West Municipality through an effective revenue collection system.

**ADDITIONAL SKILLS AND COMPETENCIES**

* Versatile with the ability to learn new tasks / skills quickly
* Excellent, analytical and problem-solving skills
* Competent use of Microsoft Office (Word, Excel and PowerPoint).
* Strong teamwork and collaboration skills.
* Ability to build positive, mutual and productive working relationships.

**HOBBIES/ INTEREST**

* Singing
* Travelling around
* Listening to Music
* Watching movies

**REFERENCES:** Available on request