

BERNARD LARYEA OFOLI

**OBJECTIVE** IN ALL MY DEALINGS, I WANT TO GAIN INFORMATION, TAKE ON NEW CHALLENGES, AND WORK HARD TO CONTRIBUTE TO THE COMMUNITY AND THE COUNTRY AS A WHOLE.

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**SKILLS & PERSONAL ABILITIES** OF INTEGRITY, TEAM PLAYER, RESULT ORIENTED, GOOD COMMUNICATOR ENTREPRENEURSHIPS ORIENTED

WRITER AND A CHEER LEADER. VERY GOOD LISTENING AND INTERPERSONAL SKILLS.

COMPUTER LITERATE AND FAMILIAR WITH MICROSOFT OFFICE TOOLS .

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**EXPERIENCE** PERSONAL ASSISTANT TO THE DISTRICT MINISTER OF PCG EFFIDUASE DISTRICT HEAD OFFICE NOV 2016-2020

- WRITING OF REPORTS
- PREPARATION OF PRESENTATION SLIDES
- TAKING OF PICTURES AT MEETINGS

INDUSTRIAL ATTACHMENT AT ST JOSEPH ORTHOPEDIC HOSPITAL – OCTOBER 3 – NOVEMBER 25, 2022

- INSTALLATION OF SOFTWARE
- TROUBLESHOOTING OF NETWORK PROBLEMS.
- TERMINATING OF CABLES

PROJECT SUPERVISOR NORLA CONSRUCTION LIMITED

- SITE INSPECTION

- MOTIVATION OF WORKERS.

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**EDUCATION** **PENTECOST PREP. SCHOOL -KOFORIDUA**

BECE- 2000 TO 2012

**KOFORIDUA SENIOR HIGH TECHNICAL SCH.**

BUILDING CONSTRUCTION 2012-2016

**GHANA TECHNOLOGY UNIVERSITY COLLEGE**

DIPLOMA - 2018

**KOFORIDUA TECHNICAL UNIVERSITY**

HIGH NATIONAL DIPLOMA NETWORKING - 2020 TO 2023

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**LEADERSHIP** **PCG BETHEL CONGREGATION EFFIDUASE – MEMBER OF THE 50<sup>TH</sup>**  
**ANNIVERSARY ENTERTAINMENT COMMITTEE - 2019**

**PCG BETHEL CONGREGATION YOUNG PEOPLE’S GUILD**

LOCAL MALE ORGANIZER – 2019 TO 2022

**PCG EFFIDUASE DISTRICT YPG**

. DISTRICT PRESIDENT. 2022 TO DATE.

**KOFORIDUA TECHNICAL UNIVERSITY – SRC TRANSPORT COMMITTEE**  
2022/2023 ACADEMIC YEAR.

**KOFORIDUA TECHNICAL UNIVERSITY – COMPUTER SCIENCE DEPT. CHIEF  
CLERK 2022/2023 ACADEMIC YEAR.**

**KOFORIDUA TECHNICAL UNIVERSITY : FACULTY OF APPLIED SCIENCE AND  
TECHNOLOGY CHIEF CLERK 2022/2023**

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**INTEREST**      • READING AND WRITING  
**AND**            • VOLUNTEERING  
**ACTIVITIES**   • LISTENING TO MUSIC

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**REFERENCES** REV. E. A. ASIEDU  
PCG AKUAPEM PRESBYTERY CHAIRPERSON  
0242185605  
  
REV. EMMANUEL ADU AWUKU  
DISTRICT MINISTER EFFIDUASE  
0542002369