**RESUME**

**AMA BENTSI-ENCHILL DUNCAN (MRS)**

**PROFILE/SUMMARY**

A result oriented Chartered Secretary (UK and Ghana) and Oil and Gas Master’s degree holder who operates with a strong sense of urgency, has the ability to handle several projects simultaneously and thrives in a fast-paced environment. Core competencies include:

* Broad understanding of HR/Commercial/Administrative/ Corporate Services functions required to providing the requisite support system for the business and technical units of Organizations.
* Business Development and Relationship Management.
* Negotiations.
* Leadership.
* Client Management and retention.

Aug.2016-date **360 CONSULTING**

SELF- EMPLOYED

Offered Consultancy Services to the following organisations:

* Lucca Health Ghana
* CPPA Research Nigeria
* CH Group Ghana
* Rigworld Ghana

Feb.2014- March 2016 **AGM PETROLEUM**

OFFICE AND CORPORATE MANAGER FOR ACCRA

AGM Petroleum which was certified to commence business in Ghana on 8th January 2014, is owned by a consortium - AGR Gibraltar, comprising of Minexco (OGG) Inc. (“Minexco”), AGR Energy AS (“AGR”) and MED Songhai Developers. AGM Petroleum will work with the Ghana National Petroleum Company (GNPC) to explore and develop the SDWT offshore prospect, which is part of the prolific Tano Basin boasting several discoveries including the >2BBOE Jubilee field.

* Company representation.
* Involved in multiple areas of Management, Administration, Human Resources, Government Relations and

Corporate Services.

* Company registrations with the Petroleum Commission, IRS and SSNIT.
* Liaising with the liaison offices in London and Gibraltar and providing updates and feedback.

May 2012- Jan.2014 **GHANA NATIONAL GAS COMPANY**

HEAD, CORPORATE SERVICES

G.N.G.C was established in July 2011 to build, own and operate an infrastructure of gas pipelines and plants.

In furtherance of this, Sinopec International Petroleum Service Corporation was appointed as the main Engineering,

Procurement, Construction and Commissioning Contractor. I set up and headed the Corporate Services Department.

Responsibility for:

* Obtaining title to all Lands acquired for purposes of construction of the pipeline system and related distribution, metering/regulation centers as well as a Loading Gantry.
* Organization of the first of a series of sensitization and crop compensation ceremonies in the Jomoro District, Western Region.
* Development of procedures for obtaining work permits and residence permits on behalf of consultants, employees of the main contractor, employees of all the subcontractors as well as Project Management Consultants.
* Development and retention of relationship with regulatory bodies and the Ghana National Petroleum Corporation (GNPC).
* Development of a corporate travel policy and a journey management plan- International and local.
* Development of procedures/guidelines for corporate office accommodation/development of a strategy

for management of all corporate facilities.

* Facilities Management.
* Liaison for the Project Management Consultants- AECOM - and assistance in resolving issues at GIPC, Petroleum Commission and immigration.
* Overall responsibility for management meetings and AECOMM update meetings.
* Development of a strategy to build a corporate head office in Accra and a staff operations and control center and accommodation in the Western Region.
* Establishment of a functioning secretariat to support the Project Management Consultants and identify and secure logistics required for the PMC’s to function effectively.
* Oversight responsibility for Document Control.

2007-Feb 2012  **BOSTON INVESTMENTS LIMITED**

PROJECT MANAGER

BIL is a limited liability Company licensed to undertake acquisitions of and dealing with real and personal property

and development of real properties.

Supervision of the first project undertaken by BIL, which involved acquisition of a parcel of land for development into

a multi-story commercial and retail development and is currently being billed as the number one corporate address in

Accra – “One Airport Square”.

Responsibility for:

* Commissioning a feasibility study and Liaising with architects, contractors and subcontractors.
* Liaising with relevant planning authorities and potential co-investors.
* Liaising with Banks and ensuring timely payments of bills and expenses.
* Ensuring that corporate documentation was updated and ensuring regular updating of schedule of expenses.
* Supervising the process of co-investment by international private equity fund.

Oct 2009-April 2010 **MICHAEL STEVENS CONSULTING COMPANY (GHANA)**

HEAD HUMAN CAPITAL AND ORGANISATIONAL DEVELOPMENT

Michael Stevens consulting (Ghana) Limited is an international multi-disciplinary management and financial consultancy with offices in Accra, Lagos, and Port Harcourt. The consultancy is also the West African representative of Moody’s Analytics, a sister company of Moody’s investors service (the rating agency), both members of the Moody’s Corporation, quoted on the New York Stock Exchange. It has several strategic alliances with other organizations such as People First Human Capital Services, Toronto, Canada, Global Association of Risk Professionals, UK (GARP) and Lywood David International UK. Assisted in the formulation of strategy and policies to ensure the growth and development of the firm.

Responsibility for:

* Business development.
* Management of the team to ensure successful implementation of assignments in Executive Search/Staff Selection.
* Training and Capacity Building.
* Outsourcing Services.

5 month consulting **CIRRUS OIL COMPANY LTD**

CONSULTANCY

Cirrus Oil Services Limited is a wholly Ghanaian owned company. The company, established in 1999, is a leader in trading and distribution of petroleum products.

Consulted on revision of HR policies and procedures as well as recruitment when this Company was setting up its first tank farm in Tema, Ghana.

July 2006-Oct 2007 **GHANA@50 SECRETARIAT**

SPONSORSHIP COORDINATOR/CONSULTANT

The secretariat was established by the Government of Ghana and charged with the responsibility for overseeing the planning, organization and management of the various events, activities and memorabilia which commemorated the 50th anniversary of Ghana’s independence. The secretariat was required to plan events to commemorate the most significant landmarks in Ghana’s history over the past fifty years. As the sponsorship coordinator, my primary responsibility was to raise funds from corporate Ghana and ensure that funds raised from corporate entities were applied appropriately and as approved by the National Planning Committee. As a consultant with the Secretariat, assisted in the design and planning of the commemorative activities.

Jan 2003- May 2006 **HFC BANK (GHANA) LIMITED**

HEAD, HUMAN RESOURCES AND ADMINISTRATION

Prior to the granting of a universal banking license in November 2004, HFC Corporation, (now HFC BANK GHANA LIMITED) was a key player in secondary mortgage financing. HFC Bank currently provides a comprehensive range of mortgage financing, commercial banking, savings mobilization services and investment management. The latter service is provided via the Banks wholly owned subsidiary – HFCISL.

* Recruited approximately four months prior to the start of banking operations and was primarily responsible for growing the staff strength from 77 to the then current staff strength of 186 (2006/7).
* Responsible for the introduction of pre-qualification tests as the initial stage of the recruitment process, introduction of a performance related appraisal system for all members of staff and an upward appraisal for management staff.
* Revision of all policies to align with the organization’s status as a universal bank.

1999-2003 **FIRST SECURITIES DISCOUNT HOUSE LIMITED, LAGOS NIGERIA**

HEAD OF HUMAN RESOURCES AND ADMINISTRATION

First Securities Discount House is the first Discount House to be set up in Lagos, Nigeria and includes the International Finance Corporation as a shareholder. The Company is recognized within the Nigerian financial sector as a leader in the money market, with average weekly volumes in excess of N1.4billion traded in treasury bills and N4billion in commercial bills. Was responsible for the management of the Human Resource and Administration departments.

Responsible for all aspects of Human Resource Management and was responsible for the development and implementation of HR strategy.

Additional responsibility for:

* Annual review of compensation packages to ensure it meets industry standards
* Public relations and media advertising
* Production of annual reports and accounts.

Primary responsibility and oversight of the administrative function

* Overview of general Administrative functions and Office Management.
* Facility management.
* Procurement.
* Ensuring review and revision of service contracts as and when required.
* Drafting of new policies and procedures as and when required.

1989-1994 **CREDIT TRANSACTIONS AND INVESTMENT COMPANY LIMITED**

LONDON REPRESENTATIVE/OFFICE MANAGER/EXECUTIVE ADMINISTRATOR

A petroleum consulting company dealing in crude oil and related products and offering consultancy services to foreign multinationals operating in both Nigeria and Ghana. The company, which had its Head Office in Lagos provided support, advisory and logistical services to international companies purchasing crude oil from Nigeria for export as well as companies undertaking a number of petrochemical and other oil and gas sector related contracts. Responsible for setting up the London representative office of CTIC and subsequently was responsible for all administrative matters.

**PROFESSIONAL DEVELOPMENT**

University of Middlesex, UK MBA Oil and Gas

Associate, Institute of Chartered Secretaries and Administrators, (A.C.I.S) U.K

Graduate, Institute of Chartered Secretaries and Administrators (U.K)

The college of petroleum studies, Oxford, England

Training in Creative International trading in Crude Oil and Petroleum Products.

University of Science and Technology, Kumasi

BA (Hons) Law/History

**MEMBERSHIP OF PROFESSIONAL ASSOCIATION**

Associate of the Institute of Chartered Secretaries and Administrators (U.K) *(Membership no. 0888196)*

**The Institute of Chartered Secretaries and Administrators (ICSA) is a professional body that certifies company secretaries through exams and post qualifications programmes.**

**I.C.S.A is the chartered membership and qualifying body for people working in governance, risk and compliance, including company secretaries. With over 120 years' experience, we develop the skills, knowledge and experience of governance professionals through our qualifications, training, high-quality guidance and technical know-how.**

**We are the only qualifying body for chartered secretaries, whose broad skillset includes law, governance and compliance, and who are fundamental to the smooth running of organizations. In UK listed companies, the role is recognized by the Companies Act 2006 and the UK Corporate Governance Code.**

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