



Kingsley Fynn Asaam

Date of birth: 11/05/1992 | **Nationality:** Ghanaian | **Phone number:**

(+233) 592236389 (Mobile) | **Phone number:** (+233) 277678187 (Home) |

Email address: kingsley.asaam@gmail.com |

Address: Adiembra Fie Rd, P. O. Box MC 455, Takoradi., N-compound House
No. 39, Adiembra, 0233, Sekondi, Ghana (Home)

WORK EXPERIENCE

07/01/2024 – CURRENT Sekondi

SURVEY ENUMERATOR GHANA STATISTICAL SERVICE

- Building and updating online business registers.
- Updating the categorizing businesses operating in Ghana.
- Profiling the distribution of businesses by their firmographics.
- Assessing the worth of businesses.
- Determining changes in the structure of businesses over time.

Business or Sector Electricity, gas, steam and air conditioning supply

27/03/2021 – 22/12/2023 Sekondi, Ghana

EXAMS CLERK WEST AFRICAN EXAMINATIONS COUNCIL

- Ensured the reliability and validity of examination assessments through statistical techniques.
- Conducted statistical sampling to assess the accuracy and consistency of marking and grading.
- Implemented quality control measures to enhance the overall reliability of examination results.
- Coordinated and invigilated Examination.
- Packed the Basic Education and Certificate Examination stationery and West African Senior School Certificate Examination stationery.
- Data Entry (Captured candidate marks into the database).

28/08/2018 – 01/01/2021 Sekondi, Ghana

REVENUE OFFICER SEKONDI TAKORADI METROPOLITAN ASSEMBLY

- Collected rate revenue of household properties and businesses.
- Collected data.
- Distributed business operating permits and property rate bills to the public.

10/10/2017 – 25/05/2018 Takoradi, Ghana

SALES AGENT PURDENTIAL LIFE INSURANCE GHANA LIMITED

- Prospected and generated leads through various channels to acquire new clients.
- Sold insurance policies, explaining coverage details, terms, and conditions to clients.
- Evaluated clients' risk profiles and recommended appropriate coverage levels.
- Met and exceeded sales targets and quotas set by the company.
- Built and maintained relationships with clients, referral sources, and industry contacts.

05/09/2016 – 31/08/2017 Takoradi, Ghana

NATIONAL SERVICE PERSON SEVENTH DAY ADVENTIST HOSPITAL

- Collected medical data at the hospital's wards.
- Prepared monthly statistical reports to be sent to Ghana. National Health Service.
- Kept records on patients at the Outpatient Department (OPD).

● **EDUCATION AND TRAINING**

25/08/2012 – 24/05/2016 Kumasi, Ghana
BSC. STATISTICS KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY

Website www.knust.edu.gh | **Field of study** Natural sciences, mathematics and statistics | **Final grade** 2.2

01/01/2023 – CURRENT Nairobi, Kenya
SOFTWARE ENGINEERIG ALX Africa

Website <https://www.alxafrica.com/> | **Field of study** Software and applications development and analysis

19/08/2007 – 21/05/2011 Sekondi, Ghana
WEST AFRICAN SENIOR SCHOOL CERTIFICATE St. John's School

Field of study Business Accounting

● **LANGUAGE SKILLS**

Mother tongue(s): **FANTE** | **TWI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Programming Skills

Linux (Server) | Data structure and Algorithm | GIT version control, Linux Command | C / C++, Python, Java, HTML, SQL

Microsoft Offices Suite

Microsoft Office (Outlook, Excel, Word, PowerPoint)

Analytical Skills

Data Cleaning, Data Warehousing, Data Modeling | Data Gathering, Data Visualisation, Data Analysis | Experimental design

Soft Skills

Strong Time Management | Team Leader & Team Work | Patent Due Deligence | Good Communication and Writing Skills

● **ADDITIONAL INFORMATION**

PROJECTS

18/12/2019 – 18/12/2019
Assembly man Election, Ghana, 2019.

1. Oversaw the voting process.
2. Assisted the voters.
3. Supervised the poll workers
4. Handled challenges and disputes that arose
5. Counted and Reported the votes
6. Ensured Compliance of voters
7. Maintained the records and closed the polling station.

RECOMMENDATIONS

Rev. Emmanuel Ahiadze Chief Exams Officer

- I have known Rev. Emmanuel Ahiadze for 3 years working under him.
- He wonderful person who always wants to bring the best out of his subordinates.
- I strongly recommend him as my referee.

Phone (+233) 243274574

Mr. George Essilfie Mentor

- Mr. Essilfie for several years, has been my mentor
- He always encourages me and does his best to put me on the right track toward success
- I strongly recommend him

Phone (+233) 274624558

Mr. Agyabeng-Dankwah Dompah Leader

- Mr Agyabeng_Dankwa inspires me.
- We have known each other for a while through his leadership, I am always inspired to do more.
- I do recommend him.

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