

AKRASI-DUODU CHARLES

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PERSONAL DATA

Date of Birth: 04/07/1981

Marital status: Married

Place of Birth: Asante-Juaben, Ashanti Region

Nationality: Ghanaian

Languages Spoken: English, Twi and Ga

CAREER OBJECTIVE

To be successful in any working organization by combining my talents, skills and experience to serve my employer and to develop my personality as a professional.

PERSONAL SKILLS

- Excellent interpersonal relations
- Eager to learn new things and easily adaptable to changes.
- Committed to hard and excellence.
- Team player and the ability to work with little or no supervision.
- Self motivated

EDUCATIONAL QUALIFICATION

Qualification: B.A (Hons.) Sociology and Archaeology - May, 2006

Institution: University of Ghana, Legon, Accra, Ghana – (2002-2006)

Qualification: Senior Secondary School Certificate Examination – December, 2000

Institution: Kumasi High School, Kumasi, Ghana – (1998-2000)

Qualification: Basic Education Certificate Examination – August, 1997

Institution: Belfort Preparatory & J.S.S, Nungua, Accra, Ghana (1986 – 1997)

Knowledge in Computer – January to August, 2001

Amjol computer training centre, Kumasi.

- Microsoft applications
- Flexcube branch
- Flexcube corporate-Sea Monkey version
- Clystone application
- FasyI
- Temnos 24
- NRC – ACHPLUS cheques applications
- CCC Decision and Passport suite applications

WORKING EXPERIENCE

1. Computer Instructor – Amjol Computer Training Institute, Kumasi, Ghana (August 2001-July, 2002)

Duty

- Introduced fresh students into typing lessons, windows and Microsoft word.

2. National Service Personnel – Komfo Anokye Teaching Hospital, Health Insurance Office, Kumasi, Ghana (October, 2006 – July, 2008)

Duties

- Collecting National Health Insurance Facility Attendance card from the consulting rooms at the Polyclinic everyday and sort them into various sub-metros and districts
- Supply both the in-patient and out-patient pharmacies of the hospital with claim sheets each day.
- Cross checking claim sheets with the drug list from the National health Insurance Council and prepare the bills for the various schemes.
- I helping patients with other related problems.

3. Mapping Assistant – Ghana Statistical Service, Census Secretariat, Accra (30th Oct. 2008 -30th October, 2009.)

Duties

- Updating contents of old enumeration maps on the field
- Making an estimation of population for each locality or an enumeration area
- Drawing a neat, legible sketch map of each urban, semi-urban enumeration maps indicating physical and other features that help in clear boundaries of enumeration areas
- Locating localities
- Writing of simple boundary descriptions of enumeration areas
- Filling of relevant control forms
- Taking of Global Positioning System(GPS) coordinates of all localities visited

4. Enumeration Officer – Ghana Statistical Service, Juaben, 10th Sept.-16th Oct. 2010

Duties

- List all structures both residential and non-residential within assigned enumeration area.
- Provide accurate background information to respondents on the purpose of the 2010 Population and Housing Census.
- Administer field questionnaires to all households following the prescribed schedule.
- Review responses provided by respondents to ensure consistency, completeness and accuracy.
- Submit completed questionnaires everyday to my Supervisor for editing and coding.

5. Cash- In- Transit-Teller- Mon Tran Ltd, Kumasi (25th August, - 6th Sept. 2011)

Duties

- Receiving cash and cheque deposits from customers and depositing to their banks. (Standard Chartered Bank, SG SSB and Fidelity Bank)

6. Teller-outsourced to Intercontinental Bank Ghana Ltd, Suame Business Office, Kumasi (7th Sept. 2011 -18th March, 2012)

Duties

- Receiving local and foreign cash deposits and cheques.
- Writing of vault cash register
- Making local and foreign cash deposit at Bank of Ghana.

7. Teller-outsourced to Access Bank Ghana Ltd, Suame Branch (19th March 2012-June, 2013)

Duties

- Receiving local and foreign cash deposit and cheques.
- Paying and receiving cash
- Writing of vault register
- Fund transfer and scanning of cheques for clearing
- Vault Management
- Issuing of Drafts or Managers Cheques
- Preparing of daily and weekly reports to Access Head Office
- Assisting my Supervisor on ATM at branch and KNUST Campus

8. Operations Officer at Yaa Asantewaa Rural bank Ltd, Ejisu-Head Office (1st Nov. 2014 to 1st April, 2016)

Duties

- Working on inward and outward cheques
- Reconciling Inter Agencies Accounts of all branches
- Vault management
- Supervising the work of clerks, tellers, messengers and other staff
- Authorising transactions
- Assisting the Manager in the day to day running of the bank

9. Acting Head of Operations at Yaa Asantewaa Rural Bank, Ejisu (1st April, 2016 to January, 2017)
Assisting the General Manager in the day to day running of the bank at the Head Office

10. Operations Manager at Yaa Asantewaa Rural bank, Ejisu (January, 2017 to November, 2022)

- In-charge of treasury and vault management
- Interbank and Interagency reconciliation
- Cheque clearing
- Performing as Operations Officer at the Ejisu Branch

POSITIONS HELD

University of Ghana

Kumasi High –Kumasi Girls' Old Students Association, Legon branch

- Mensah Sarbah Hall Representative (2004-2005)
- General Secretary (2005-2006)

Kumasi High School, Kumasi.

- Class Prefect (1998-2000)

Belfort Preparatory & J.S.S, Nungua-Accra

- House Prefect (1997)

FORUMS, SUMINARS AND EDUCATIONAL TRIPS ATTENDED

- Legon Speaks-organised by the S.R.C, University of Ghana (2003-06)
- National Congress-organised by the Old boys of Kumasi High School at Miklin Hotel, Kumasi (2005)
- Field school at Tafi, Volta region and Techiman, Brong Ahafo region-organised by the Archaeology Dept. University of Ghana (2006)
- In-service training at the Komfo Anokye Teaching Hospital, Kumasi (2007)
- Outdoor Leaderless training at the Ghana Military Academy and Training School, Teshie, Accra (15th April, 2008)
- 2010 Population census and Housing training by the Ghana Statistical Service at Bunso Cocoa training College, Eastern region (21st Sept.- 4th Oct. 2008)

- 2010 Population and Housing Census training by GSS at Ejisu, Ashanti Region(15th Sept.-25th Sept.2010)
- Training on Identification of Suspicious Transactions at Access Bank, Adum Branch-Kumasi
- Training on ACH Direct Debit organised by Apex Bank, Kumasi(8th Nov.2014)
- Training on Prudential returns organised by Apex Bank, Kumasi(15th Nov.2014)
- Association of Rural Banks Managers Conference(September,2016)
- Corporate Governance and Risk Management by Millennium Financial Centre(2018)
- Anti-Money Laundering and Financing of Terrorism by Astute Financial Consulting(2019)
- Effective Manager, Overcoming negative attitudes, Deposit mobilization strategies, Strategies for winning new customers by Proven Trusted Solution(2021)

REFERENCE

- Augustine Awere Damoah
Chief Executive Officer
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- Gilbert Osei-Gyimah
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- Jeremiah Woode
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