

# **CURRICULUM VITAE**

**NAME:** Tignan-agin Rebecca

**ADDRESS:** Toma A/G Church P.O. Box 32

**PHONE NUMBER:** 0547071475

**NATIONALITY:** Ghanaian

**SEX:** Female

**MARITAL STATUS:** Married

**DATE OF BIRTH:** 14th September 1981

**PLACE OF BIRTH:** Kete-Krachi

**LANGUAGES SPOKEN:** Krachi, Ashanti Twi, Likpakaln and English

**JOB:** Secretary with the Aim of Accomplishing Institutional Goals

**OBJECTIVES:** Role in Managing Institutions Data

## **EDUCATIONAL BACKGROUND**

DATE	INSTITUTION
May - Dec 2005	Amazing Faith Secretarial-Tamale, studied Secretarial
2001 - 2003	Kete-Krachi Senior Secondary Technical School studied for senior secondary certificate in Secretarial.
1997 - 1999	Henkel Memorial Junior Secondary School, studied for Basic Education Certificate
Nov/DEC 2015	Diploma in Business Studies (Secretarial)

## **WORK EXPERIENCE**

### **MAY 2010 to present**

Saboba/Chereponi Mutual Health Insurance Scheme. I have been appointed Casual Data Entry Clerk. Duties include filing, checking and capturing data for both new and old members to the Scheme in the district and entering of claims data.

### **22nd July 2011**

Received training from National Health Insurance Authority on how to use the oracle application to vet claims.