

## KOFI ASARE BAMFO

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### SUMMARY

- Result oriented person with proven integrity, confidentiality and solid work ethics with a desire to excel in a fast-paced business environment that thrives on results, leadership and creativity.
- Four (4) years work experience as an internal audit officer in providing independent and objective consulting and assurance services.
- A year of work experience in Information Communication Technology as a User Support, Hardware and Software configuration and training.
- Excels in providing exceptional service to clients; especially skilled with handling challenging customers.

### EDUCATION

**Kwame Nkrumah University of Science and Technology – Kumasi, Ghana** **September 2020 – Present**  
MBA, Management Information Systems

**University of Ghana – Accra, Ghana** **September 2012 – May 2016**  
BA, Geography with Linguistics

### WORK EXPERIENCE

**Internal Audit officer/Assistant Manager** **January 2018 - Present**  
**Forestry Commission – Accra, Ghana**

- Preparation of budget, annual audit plan and programme of activities for the Ashanti internal audit team.
- Preparation of the Entrance Memo, Plan and Programme for the 17 offices in the catchment area of the zone.
- Created and delivered a highly-praised presentation for National Service personnel at the Timber Industry Development Division, Kumasi Area office on the role and importance of the internal Audit Department.
- Complete seventeen (17) audit assignments by submitting audit reports, audit findings and recommendations to Zonal Audit Manager annually.

**IT User Support Technician/Trainee** **September 2016 - August 2017**  
**Forestry Commission – Accra, Ghana**

- Achieved success in ensuring timely technical support and troubleshooting for 83 staff including: desktop support and assistance, active directory administration.
- Accomplished the development and creation of ten (10) training sessions to staff on IT Security Awareness, use of IT standard software (MS Suite, GWTS), hardware, and other equipment.
- Installation of new hardware including: PC, laptops, servers, printers and software in particular locations.

### SKILLS

Google	MS Suite	Customer	Problem	Teamwork	Interpersonal
Workspace		Service	Solving		relationship

### INTERESTS

IT Service delivery and Development	Growth Mindset	Learning New Technologies	Helping others
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### LANGUAGES

English - Expert