

RICHARD AGYARE ADUSEI

Christ Apostolic Church, P. O. Box TA 383, Old Tafo, Kumasi, Ashanti Region 233 •Hometown: Effiduase, Ashanti •Place of birth: Effiduase • Home: 0208324066 • Cell: 0240366486 • aduseirichard0292@gmail.com

Professional Summary

Highly analytical, results-driven person who works quickly and accurately under tight deadlines
Trustworthy person focused on honoring company ethics and preserving confidentiality.

- Fast learner
- Microsoft Office Suite
- Excellent attention to detail
- Trustworthy team player
- Highly dependable
- Easy adaptable to change in all levels of environment and task.

Work History

Assistant Administrative Officer (National Identification Authority (NIA), Obuasi Municipal

01/11/2021 to current

- Co-ordinating general administrative services including transportation and inventory control at the district level.
- Managing the District office's diary, co-ordinating meetings and management of records.
- Providing general customer service support for the District Office and assisting applicants to complete all request forms.
- Responding to enquires from applicants on registration requirements, documents and process for registration, record update, and replacement and renewal exercises.
- Administering oaths to persons vouching for applicants who do not possess Birth Certificates or valid passports.
- Educating applicants and persons vouching on the purpose of vouching and legal consequences of lying under oath during the vouching process.
- Supporting the planning, co-ordination, implementation and deployment of staff and materials for out-of-office registration exercises.
- Providing daily, weekly, monthly, quarterly, annual administrative reports of the District Office
- Assisting the District Registration Officer in the handling of his/her administrative and office management duties.

Commissioner for Oaths, (National Identification Authority (NIA), Mass Registration), 01/04/2019 to 30/09/2020

- To administer oaths to assist applicants who do not possess birth certificates or valid passports
- To explain to the person (s) vouching and the applicant the purpose of vouching and legal consequences of vouching for an applicant who is not relative of the person vouching or who is not known to the person vouching as a Ghanaian.
- To establish the relationship between an applicant and the person vouching.

Financial Secretary, 05/2017 to Current

Christ Apostolic Church Int. (Family Worship Centre). – Kumasi - Meduma, Ashanti Region

- Effectively maintaining all financial records.
- Preparing Bank Reconciliation.
- Effectively preparing financial accounts.

Record officer, 10/2017 to 08/2018

Siloam Hospital (Records Department) – Kumasi, Ashanti Region

- Organized and managed all records and documents in an orderly manner.
- Provided support to the administrative department in managing records.
- Registration of new patients.
- Receiving patients and answering their queries

Health Information Officer, 08/2017 to 09/2017

North Suntreso Government Hospital (Health Information Unit) – Kumasi, Ashanti Region

- Collecting and arranging patients' medical information and entering details into computer database.
- Ensuring accuracy of patients' records.
- Managing and maintaining integrity of the patients' database.
- Generating and analyzing reports
- Data Validation.

Intern, 06/2015 to 08/2015

Ghana Commercial Bank (GCB) – Kumasi, Ashanti Region

- Opened Account for Customers.
- Checked account balance for customers.
- Received customers and answered their direct queries.
- Interacted with clients having problems with their account.

Education

Bachelor of Science: Mathematics with Economics, 2017

University of Cape Coast - Cape Coast, Central, Ghana

- Coursework in Economics, Statistics, Mathematics and Computing (C++, C# and hardware).
- Member of the Financial Committee for Mathematics Students Association, Ghana (MASAG-UCC).

High School Diploma: 2012

Effiduase Senior High Commercial School - Effiduase, Ashanti Region, Ghana

- Coursework in Elective Mathematics, Economics, Business Management and Financial Accounting.

Certifications

- Commissioner for Oaths appointed by Chief Justice, Sophia A. B. Akuffo on 21st January, 2019.
- Reliable Student seeking a role which embodies leadership and commitment. Aiming to contribute value by applying my economics, statistics and mathematics knowledge acquired across a history of academic excellence.

Interest and Hobbies

- Watching and Listening to Motivational Speeches.
- Researching

Additional Information

REFEREES

Name: Justice Kwabena Boateng-Boakye

Position: Technical Enrolment Officer

Institution: National Identification Authority (NIA)

Phone: 0543187501

Email: justice.boateng-boakye@nia.gov.gh

Name: Mr. Francis Donkor.

Position: Branch Manager

Institution: GCB Bank, Effiduase.

Phone: 0246952910

Name: Adwoa Aduako Owusu

Position: Senior Statistician

Institution: Suntreso Government Hospital.

Phone: 0243514976