

**THE WEST AFRICAN EXAMINATIONS COUNCIL
BROADSHEET FOR SHORTLISTED - SECRETARIES**

SN	RN	NAME & ADDRESS	AGE	QUALIFICATIONS WITH DATE	EXPERIENCE WITH DATES	REASON
1	35	Otubea Judith Acquah 0501222572 0204980031 otubeajudith@gmail.com P.o. BOX DC 8 Dansoman- Accra	27 yrs	<p>Kwame Nkrumah University of Science and technology First Degree Education 2020-01 to 2022-11</p> <p>Accra Technical University HND Education 2016-09 to 2019-11</p> <p>Kwame Nkrumah University of Science and technology Bachelor of science, Business Administration (Human Resource management) 2020-01 to 2022-11</p> <p>Accra Technical University Higher National Diploma(Bilingual Secretaryship and Management Studies 2016-09 to 2019-</p> <p>Edinaman Senior High School West African Senior School Certificate 2011-10 to 2014-06</p> <p>Apostle Safo Junior High School Basic Education Certificate 2009-04 to 2011-04</p> <p>BECE(2011) - Mathematics - 2 BECE(2011) - English Language - 1 BECE(2011) - Integrated Science - 1 BECE(2011) - Basic Design and Technology - 2 BECE(2011) - French - 2 WASSCE(2014) - Core Mathematics - D7 WASSCE(2014) - English Language - C6 WASSCE(2014) - Social Studies - A1 WASSCE(2014) - French - B2 WASSCE(2014) - Christian Religious Studies - C6</p>	<p>Amanda ventures Cashier GHS 1500 2021-03 to Date</p> <p>Accra Technical University Administrative Assistant GHS 559 2019-09 to 2020-09</p> <p>Enterprise Development Hub Intern GHS 0 2018-06 to 2018-07</p> <p>Greater Accra Regional hospital, Ridge. Administrative assistant GHS 0 2017-05 to 2017-07</p>	
2	40	Portia Ofori 0553797998 0553797999/0505623147 oforiportia03@gmail.com odorkor Official Town	25 yrs	<p>Accra Technical University HND Education 2017-09 to 2020-11</p> <p>Accra Technical University HND 2017-09 to 2020-11</p> <p>Nsawam Senior High School WASSCE 2013- to 2015-06</p> <p>ASANKRAGWA METHODIST J.H.S BECE 2009-09 to 2012-04</p> <p>BECE(2012) - Mathematics - 4 BECE(2012) - English Language - 5</p>	<p>THE ROCK HOSPITAL SECRETARY GHS 500 2021-10 to 2022-12</p>	

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			<p>BECE(2012) - Integrated Science - 3 BECE(2012) - RME - 1 BECE(2012) - ICT - 3 WASSCE(2015) - English Language - C6 WASSCE(2015) - Christian Religious Studies - B3 WASSCE(2015) - Economics - B3 WASSCE(2015) - Akuapem Twi - A1 WASSCE(2016) - Core Mathematics - D7</p>		
3	58	<p>Alfred Kwaku Amegashie 0240593113 0208367869 amegashiealfred@gmail.com Tema Michel Camp</p>	<p>22 yrs</p> <p>Accra Technical University HND Education 2017-09 to 2020-11</p> <p>Koforidua Senior High Technical School Secondary Education 2014-10 to 2017-05</p> <p>Burma Camp Primary/J.H.S Basic Education 2006-01 to 2014-06</p> <p>Accra Technical University HND in Secretaryship and Management Studies 2017-09 to 2020-11</p> <p>Koforidua Senior High Technical School West African Senior School Certificate (WASSCE) 2014-10 to 2017-05</p> <p>Burma Camp Primary/J.H.S Basic Education Certificate Examination (BECE) 2006-01 to 2014-06</p> <p>BECE(2014) - Mathematics - 2 BECE(2014) - English Language - 3 BECE(2014) - Social Studies - 3 BECE(2014) - RME - 3 BECE(2014) - ICT - 3 WASSCE(2017) - Core Mathematics - C6 WASSCE(2017) - English Language - C6 WASSCE(2017) - Integrated Science - C6 WASSCE(2017) - Economics - C6 WASSCE(2017) - Government - C4</p>	<p>DocuPro Data Verification Executive/Data Entry Officer GHS 1100 2022-10 to 2022-12</p> <p>Golden Touch Executive Hotel Front Desk/Room Attendant/Customer service/Secretary GHS 800 2022-04 to 2022-09</p> <p>Allianz Life Insurance Sales Executive GHS 600 2021-10 to 2022-03</p> <p>University of Ghana, School of Graduate Studies Administrative/Office Assistant GHS 559.02 2020-09 to 2021-09</p>	
		<p>Sampson Nyinevi Agbehanu</p>	<p>Koforidua Technical University HND Education 2015-09 to 2018-05</p> <p>Nsawam Methodist Junior High School BECE 2007- to 2010-06</p> <p>St. Martin's Senior High School WASSCE 2010-10 to 2013-06</p>	<p>Ergos Logistics limited Management Assistant GHS 1000 2022-07 to 2022-12</p> <p>Prime Pak Canning Limited Administrative Secretary GHS 900 2021-12 to 2022-06</p>	

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4	62	0241646670 0240250482 sagbehanu25@gmail.com Box 349, Nsawam	28 yrs	<p>Koforidua Technical University HND in Secretary and Management Studies 2015-10 to 2018-06</p> <p>BECE(2010) - Mathematics - 2 BECE(2010) - English Language - 1 BECE(2010) - Social Studies - 2 BECE(2010) - Ghanaian Language and Culture - 2 BECE(2010) - Basic Design and Technology - 3 WASSCE(2013) - Mathematics - C6 WASSCE(2013) - English Language - C6 WASSCE(2013) - Social Studies - A1 WASSCE(2013) - Business Management - B2 WASSCE(2013) - Principles of Cost Accounting - B3</p>	<p>Ergos Logistics Limited Management Assistant GHS 800 2020-03 to 2021-11</p> <p>Koforidua Technical University - NSS Administrative Assistant GHS 559 2018-09 to 2019-08</p>	
5	124	Portia Ofri 0553797999 0553797999/0505623147 ofriportia024@gmail.com odorkor Official Town	25 yrs	<p>Accra Technical University HND Education 2017-09 to 2020-11</p> <p>Accra Technical University HND 2017-09 to 2020-11</p> <p>NSAWAM SENIOR HIGH SCHOOL WASSCE 2013- to 2015-06</p> <p>ASANGRANGWA METHODIST J.H.S BECE 2009- to 2012-04</p> <p>BECE(2012) - Mathematics - 4 BECE(2012) - English Language - 5 BECE(2012) - Integrated Science - 3 BECE(2012) - RME - 1 BECE(2012) - ICT - 3 WASSCE(2015) - English Language - C6 WASSCE(2015) - Christian Religious Studies - B3 WASSCE(2015) - Economics - B3 WASSCE(2015) - Akuapem Twi - A1 WASSCE(2016) - Core Mathematics - D7</p>	<p>THE ROCK HOSPITAL SECRETARY GHS 500 2021-10 to 2022-12</p>	
				<p>Government Secretarial School examination Certification 2021-06 to 2021-06</p> <p>Apam Senior High School Secondary Education 2008-09 to 2012-05</p> <p>Johannas Education Centre Basic Education 2005-09 to 2008-04</p> <p>Apam Senior High School</p>		

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6	248	Celestina Addo 0553055622 0202624997 addocelastina2@gmail.com A625/2 Eduardo Modhlana road. Mamprobi - Sempe	28 yrs	West African Senior School Certificate Examination 2005-09 to 2008-04 Government Secretarial School examination Private Secretary Certificate 2021-06 to 2021-06 Apam Senior High School Basic Education Certificate Examination 2005-09 to 2008-04 BECE(2008) - Mathematics - 2 BECE(2008) - English Language - 1 BECE(2008) - Integrated Science - 2 BECE(2008) - RME - 1 BECE(2008) - Pre-Technical Skills - 3 BECE(2008) - Pre-Vocational Skills - 1 WASSCE(2012) - Mathematics - B3 WASSCE(2012) - English Language - B3 WASSCE(2012) - Integrated Science - C4 WASSCE(2012) - Social Studies - B3 WASSCE(2012) - Elective Mathematics - B3 WASSCE(2012) - Economics - B3 WASSCE(2012) - Geography - B3 WASSCE(2012) - History - B3	Oldmutual Life insurance Financial Advisor GHS 2000 2015-09 to Date	
7	363	Victoria Nuamah Eshun 0547539131 0249745574 eshunvictoria39@gmail.com Church of Christ, P.O.Box 474, Agona Swedru	23 yrs	Accra Technical University HND Education 2017-09 to 2020-08 Swedru School of Business Secondary Education 2010-10 to 2013-06 Happy Home Basic Education 2023-09 to 2010-04 Accra Technical University Higher National Diploma in Secretaryship And Management Studies 2017-09 to 2020-08 Swedru School of Business West African Senior School Certificate 2010-10 to 2013-06 Happy Home School Basic Education Certificate 2002-09 to 2010-04 BECE(2010) - Mathematics - 4 BECE(2010) - English Language - 5 BECE(2010) - Integrated Science - 5 BECE(2010) - Ghanaian Language and Culture - 4 BECE(2010) - Pre-Vocational Skills - 5	University of Education, Winneba Secretary GHS 559 2020-09 to 2021-08 National Theatre of Ghana Secretary GHS 00.00 2019-06 to 2019-08 National Theatre of Ghana Secretary GHS 00.00 2018-05 to 2018-07 MiLife Insurance Company Personal Assistant GHS 00.00 2019-12 to 2020-01	

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			WASSCE(2013) - Core Mathematics - C6 WASSCE(2013) - English Language - C6 WASSCE(2013) - Integrated Science - C6 WASSCE(2013) - Social Studies - B3 WASSCE(2013) - Fante - B2		
8	404	Martha Pokuaah Osei 0544497377 pokuaah1111@gmail.com P. O. BOX 683, GHANA, KUMASI	29 yrs ROYAL ACADEMY OF ACCOUNTANCY Certification 2004-06 to 2008-08 St. Louis R/C Demo JSS Basic Education 2000-09 to 2004-04 Royal Academy of Accountancy Secondary Education 2004-04 to 2008-08 Royal Academy of Accountancy SECRETARIALSHIP (NVTI STENOGRAPHER) 2004-09 to 2008-04 BECE(2004) - Mathematics - 5 BECE(2004) - English Language - 6 BECE(2004) - Ghanaian Language and Culture - 4 BECE(2004) - RME - 4 BECE(2004) - French - 4 WASSCE(2008) - Mathematics - C6 WASSCE(2008) - English Language - C4 WASSCE(2008) - ICT Core - B3 WASSCE(2008) - Clerical Office Duties - C4 WASSCE(2008) - Typewriting - B3	Amal Law & Mediation Secretary GHS 250 2008-09 to 2010-05 Cctv company Secretary GHS 300 2012-08 to 2015-06 Kwadwo enterprise Secretary GHS 3000 2015-06 to 2017-09 Vgyei Enterprise Secretary GHS 300 2017-04 to 2018-08 Stool lands (Nation Builders Corps (Nabco) Secretary GHS 699 2018-01 to 2021-09	
9	408	Elizabeth Jnr Nyarko 0243916581 sikaama@yahoo.com sowutoum-Accra	28 yrs Accra technical university HND Education 2014-09 to 2017-06 Accra technical university HND SECRETARYSHIP AND MANAGEMENT STUDIES 2014-09 to 2017-06 VICTORIA COLLEGE WASSCE 2011- to 2014- KORLE NKWANTA GOOD SHEPHERD ANGLICAN BECE 2007-04 to 2009-04 BECE(2009) - Mathematics - 6 BECE(2009) - English Language - 3 BECE(2009) - Integrated Science - 3 BECE(2009) - RME - 3 BECE(2009) - Pre-Technical Skills - 2 WASSCE(2014) - Core Mathematics - C6 WASSCE(2014) - English Language - C4	Acreaty Ghana Data Verification Executive GHS 1114.16 2022-04 to 2022-12 National identification authority commissioner of oath GHS 2300 2018-11 to 2020-09	

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				WASSCE(2014) - Social Studies - B2 WASSCE(2014) - Economics - C6 WASSCE(2014) - Government - C4		
10	891	Priscilla Twumwaa Nketia 0249015069 0249015069 nketiapriscilla@gmail.com P. O. BOX 12	27 yrs	<p>Koforidua Technical University HND Education 2014-08 to 2017-05</p> <p>KOFORIDUA TECHNICAL UNIVERSITY HND Education 2014-08 to 2017-06</p> <p>KOFORIDUA TECHNICAL UNIVERSITY HND SECRETARYSHIP AND MANAGEMENT STUDIES 2014-08 to 2017-06</p> <p>SUHUM SENIOR HIGH TECHNICAL SCHOOL WEST AFRICAN SENIOR SCHOOL CERTIFICATE - to -</p> <p>SUHUM EL-SHADDAI JHS BASIC EDUCATION CERTIFICATE - to 2009-04</p> <p>BECE(2009) - Mathematics - 3 BECE(2009) - English Language - 2 BECE(2009) - Integrated Science - 1 BECE(2009) - Social Studies - 2 BECE(2009) - Pre-Technical Skills - 2 WASSCE(2013) - Mathematics - C6 WASSCE(2013) - English Language - C4 WASSCE(2013) - Integrated Science - B2 WASSCE(2013) - Social Studies - B2 WASSCE(2013) - French - B2</p>	<p>Ejisu Secondary Technical School Secretary GHS 700 2019-11 to 2022-07</p> <p>Kumasi Metropolitan Assembly Secretary GHS 500 2017-09 to 2018-09</p>	
11	985	Belinda Asare 0201840211 0552301182 asarebelinda89@gmail.com Madina	25 yrs	<p>Government Secretarial School Certification 2021-02 to 2022-09</p> <p>Adonten Senior High School Secondary Education 2012-09 to 2015-06</p> <p>Faith Community Baptist Complex of Schools Basic Education 2009-09 to 2012-04</p> <p>Faith Community Baptist Complex of Schools B.E.C.E 2010-09 to 2012-04</p> <p>Adonten Senior High School WASSCE 2012- to 2015-06</p> <p>Government Secretarial School</p>	<p>Labour Department Secretary (Intern) GHS 0.00 2022-09 to Date-03</p>	

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			<p>Typist Grade 1 Stenographer Grade 2 , Stenographer Grade 1 2021-02 to 2022-09</p> <p>BECE(2012) - Mathematics - 3 BECE(2012) - English Language - 1 BECE(2012) - Social Studies - 1 BECE(2012) - Basic Design and Technology - 1 BECE(2012) - RME - 1 WASSCE(2015) - Core Mathematics - C5 WASSCE(2015) - English Language - B3 WASSCE(2015) - Government - A1 WASSCE(2015) - Literature in English - B2 WASSCE(2015) - Akuapem Twi - A1</p>		
12	1077	<p>Deborah Dormenyo Bow 0205325918 0548415120 deborahbow36@gmail.com C/O Mr. Emmanuel Ofukpa Bow Ghana Highway Authority, Post Office Box GP 1614 Accra.</p>	<p>27 yrs</p> <p>Koforidua HND Education 2015-03 to 2018-11</p> <p>Nkwanta Adom Model Basic Education Certificate 2009-04 to 2006-05</p> <p>Nkwanta Senior High School West African Senior School Certificate 2010-09 to 2013-06</p> <p>Koforidua Higher National Diploma in Secretaryship and Management Studies 2015-03 to 2018-11</p> <p>Unity International College, Fraha West African Senior School Certificate - to 2017-05</p> <p>BECE(2009) - Mathematics - 5 BECE(2009) - English Language - 3 BECE(2009) - Integrated Science - 4 BECE(2009) - Social Studies - 2 BECE(2009) - RME - 5 BECE(2009) - Pre-Technical Skills - 1 WASSCE(2013) - Mathematics - C5 WASSCE(2013) - English Language - C6 WASSCE(2013) - Integrated Science - D7 WASSCE(2013) - Social Studies - C6 WASSCE(2013) - French - B3 WASSCE(2013) - Government - C6 WASSCE(2017) - History - B3</p>	<p>Lands Commission, Koforidua. Secret GHS 300 2019-08 to 2020-09</p> <p>Alberk Driving School Academy, Ashiyie Front Desk GHS 450 2021-03 to 2022-02</p>	
			<p>Ho Technical University HND Education 2017-02 to 2019-06</p> <p>Ho Technical University HND Secretaryship and Management Studies 2017-02 to 2019-06</p>		

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13	1133	Daniel Kingsford Alimo 0545474345 0542728968 alimodanielkingsford22@gmail.com TEGBI HSE 164	26 yrs	BECE(2013) - Mathematics - 5 BECE(2013) - Social Studies - 3 BECE(2013) - RME - 3 BECE(2013) - ICT - 3 BECE(2013) - French - 2 BECE(2016) - English Language - 6 WASSCE(2016) - Mathematics - C5 WASSCE(2016) - English Language - D7 WASSCE(2016) - Social Studies - B3 WASSCE(2016) - Elective Mathematics - C5 WASSCE(2016) - Business Management - B3 WASSCE(2016) - Financial Accounting - B2	Animens hotel Manager GHS 1200 2022-01 to 2022-06	
14	1264	Benedicta Tettheyfio 0555192086 0591200059 tettheyfobenedicta4@gmail.com SOO JARA 17 CLS, LEKMA HOSPITAL	22 yrs	ACCRA TECHNICAL UNIVERSITY First Degree Education 2020-11 to 2022-12 ACCRA TECHNICAL UNIVERSITY HND Education 2017-09 to 2020-12 ACCRA GIRLS SENIOR HIGH SCHOOL Secondary Education 2014-10 to 2017-05 NOBLE PROFESSIONAL INSTITUTE Basic Education 2000-01 to 2014-06 NOBLE PROFESSIONAL INSTITUTE BECE 2000-01 to 2014-06 ACCRA GIRLS SENIOR HIGH SCHOOL WASSCE 2014-10 to 2017-05 ACCRA TECHNICAL UNIVERSITY NABPTEX 2017-09 to 2020-12 ACCRA TECHNICAL UNIVERSITY NABPTEX 2020-11 to 2022- BECE(2014) - Mathematics - 1 BECE(2014) - English Language - 2 BECE(2014) - Integrated Science - 3 BECE(2014) - French - 3 BECE(2014) - Pre-Vocational Skills - 2 WASSCE(2017) - Core Mathematics - C5 WASSCE(2017) - English Language - C6 WASSCE(2017) - Social Studies - B3 WASSCE(2017) - French - B3	PANDA INVESTMENT SECRETARY GHS 800 2022-01 to 2022-To	

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				WASSCE(2017) - Geography - C6		
15	1325	Lawrence Lantey Lamptey 0277068516 0506942782 lampteylawrence7@gmail.com B1092/4 Lanma Street, Kaneshie, Accra	27 yrs	<p>Takoradi Technical University HND Education 2014-06 to 2017-10</p> <p>Swedru School of Business Secondary Education 2009-09 to 2013-07</p> <p>Rev. Thomas Clegg Methodist School Basic Education 2001-09 to 2009-07</p> <p>Takoradi Technical University HND Secretaryship and Management Studies 2014-09 to 2017-10</p> <p>Swedru School of Business WASSCE 2009-09 to 2013-06</p> <p>Rev. Thomas Clegg Methodist School BECE 2001-09 to 2013-</p> <p>BECE(2009) - Mathematics - 2 BECE(2009) - English Language - 2 BECE(2009) - Social Studies - 3 BECE(2009) - RME - 3 BECE(2009) - Pre-Technical Skills - 1 WASSCE(2013) - Core Mathematics - D7 WASSCE(2013) - English Language - C5 WASSCE(2013) - Social Studies - B2 WASSCE(2013) - Business Management - A1 WASSCE(2013) - Principles of Cost Accounting - B3</p>	<p>Docupro Ghana Limited, Accra Digital Centre Data Verification Officer GHS 1500 2021-01 to 2022-12</p> <p>BASICS International Senior Team Leader GHS 1450 2018-10 to 2020-09</p> <p>USAID- Partnership for Education: Innovating Ghana Community Facilitator GHS 1000 2017-09 to 2018-08</p>	
16	1477	Samuel Kobina Ebo Episah 0276964216 0594597793 samuelepisah@gmail.com Agape	23 yrs	<p>Accra Technical University HND Education 2017-10 to 2020-05</p> <p>Accra Technical University HND secretaryship and management studies 2017-10 to 2020-04</p> <p>BECE(2014) - Mathematics - 4 BECE(2014) - English Language - 3 BECE(2014) - Integrated Science - 2 BECE(2014) - RME - 4 BECE(2014) - ICT - 3 WASSCE(2017) - Core Mathematics - B2 WASSCE(2017) - English Language - B3 WASSCE(2017) - Integrated Science - C5 WASSCE(2017) - Social Studies - C4 WASSCE(2017) - Business Management - B3</p>	<p>Earbeam management Maintenance officer and administrator GHS 1800 2022-08 to Date-03</p>	
				KWAME NKRUMAH OF SCIENCE AND TECHNOLOGY (KNUST)		

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17	1487	Millicent Asomaning 0546812975 mimiasomaning@gmail.com B367/27 AKWETEYMAN	23 yrs	<p>First Degree Education 2020-01 to 2022-11</p> <p>ACCRA TECHNICAL UNIVERSITY HND Education 2016-09 to 2019-08</p> <p>ST MARY'S SENIOR HIGH SCHOOL Secondary Education 2013-08 to 2016-05</p> <p>GLORICH SCHOOL Basic Education 2010-05 to 2013-04</p> <p>GLORICH SCHOOL WEST AFRICAN EXAMINATION COUNCIL 2009-01 to 2013-04</p> <p>ST MARY'S SENIOR HIGH SCHOOL WASSCE 2013-05 to 2016-05</p> <p>ACCRA TECHNICAL UNIVERSITY SECOND CLASS UPPER HONORS 2016-09 to 2019-08</p> <p>KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY (KNUST) SECOND CLASS LOWEST HONORS 2020-01 to 2022-11</p> <p>BECE(2013) - Mathematics - 2 BECE(2013) - English Language - 1 BECE(2013) - Social Studies - 1 BECE(2013) - ICT - 1 BECE(2013) - French - 1 WASSCE(2016) - English Language - C5 WASSCE(2016) - Integrated Science - C4 WASSCE(2016) - Elective Mathematics - C5 WASSCE(2016) - French - B2 WASSCE(2016) - Geography - C5</p>	<p>RIDGE HOSPITAL ADMINISTRATIVE ASSISTANT/SECRETARY GHS 300 2017-06 to 2017-08</p> <p>ACCRA TECHNICAL UNIVERSITY ADMINISTRATIVE ASSISTANT/SECRETARY GHS 500 2019-09 to 2020-09</p> <p>GREATERGRACE SECRETARY GHS 300 2021-01 to 2021-04</p>	
				<p>Archbishop Porter Girls polytechnic HND Education 2016-09 to 2018-06</p> <p>Government secretariat Certification 2019-06 to 2019-06</p> <p>National Institute of Information Technology (NIIT) Certification 2011-06 to 2011-08</p> <p>Sonrise Christian High</p>		

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18	1496	Sharon Eyram Kumadey 0240916671 eksharon18@gmail.com ER-2321-0182	28 yrs	<p>Secondary Education 2006-09 to 2009-12</p> <p>Kabore School Complex Basic Education 2003-09 to 2006-04</p> <p>Archbishop Porter Girls polytechnic HND in Secretaryship and Management 2016-09 to 2018-06</p> <p>Government Secretariat Stenographer Grade I 2019-06 to 2019-</p> <p>National Institute of Information Technology (NIIT) Microsoft office 2011- to 2011-08</p> <p>Sonrise Christian High SSCE 2006-09 to 2009-12</p> <p>Kabore School Complex BECE 2003- to 2006-04</p> <p>BECE(2006) - Mathematics - 2 BECE(2006) - English Language - 1 BECE(2006) - Integrated Science - 3 BECE(2006) - Social Studies - 2 BECE(2006) - Ghanaian Language and Culture - 4 BECE(2006) - RME - 3 BECE(2006) - French - 4 BECE(2006) - Pre-Technical Skills - 3 BECE(2006) - Pre-Vocational Skills - 2 WASSCE(2009) - Core Mathematics - D7 WASSCE(2009) - English Language - B3 WASSCE(2009) - Social Studies - B3 WASSCE(2009) - French - B3 WASSCE(2009) - Christian Religious Studies - A1 WASSCE(2009) - Literature in English - B3 WASSCE(2009) - Ewe - C4</p>	<p>Volta River Authority (VRA) National Service Personnel GHS 559.00 2018-09 to 2019-08</p> <p>Ghana Statistical Service Field Officer GHS 2000.00 2021-05 to 2021-08</p> <p>Electoral Commission (EC) Data Entry Clerk and Verification Officer GHS 2500.00 2020-06 to 2020-12</p> <p>National Identification Authority (NIA) Registration Officer GHS 2000.00 2020-02 to 2020-06</p> <p>Chrisberg Montessori School Pupils Teacher GHS 150.00 2015-09 to 2016-08</p>	
				<p>ACCRA TECHNICAL UNIVERSITY HND Education 2019-01 to 2022-09</p> <p>St. Margaret Mary senior high school Secondary Education 2009-09 to 2013-06</p> <p>Government secretarial school Certification 2017-06 to 2017-12</p>		

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19	1640	Veronica Bonuedi 0545187781 0266846353 Bonuediv2@gmail.com Ameo lake, Dansoman - Sahara	29 yrs	<p>Anyako A A Fia JHS Basic Education February 2007 to June 2009</p> <p>Anyako A A fia Basic BECE 2007-02 to 2009-06</p> <p>St. Margaret Mary SHS WASSCE 2009-09 to 2013-</p> <p>ACCRA TECHNICAL UNIVERSITY Higher National Diploma certificate 2019-01 to 2022-09</p> <p>Government Secretarial School Stenographer Secretary Certificate 2017-06 to 2017-12</p> <p>BECE(2009) - Mathematics - 5 BECE(2009) - English Language - 3 BECE(2009) - Social Studies - 4 BECE(2009) - RME - 3 WASSCE(2013) - English Language - C6 WASSCE(2013) - Integrated Science - D7 WASSCE(2013) - Social Studies - C5 WASSCE(2013) - Business Management - D7 WASSCE(2013) - Financial Accounting - D7 BECE(june 2009) - Integrated Science - 5</p>	<p>Diva Ghana Limited Secretary/Personal Assistant GHS 900 2018-08 to Date</p> <p>Sitona World Class Secretary GHS 350 2016-01 to 2018-08</p>	
20	1851	Priscilla Finu 0555072831 0501869750 priscillafinu1@gmail.com Santa Maria washing buy	24 yrs	<p>Madina Senior High School Secondary Education 2021-09 to 2022-08</p> <p>Diaspora Girls Senior High School Secondary Education 2013-09 to 2016-06</p> <p>Anchor of Hope Academy Basic Education 2010-04 to 2013-06</p> <p>Kofofidua Technical University HND in secretaryship and management studies 2017- to 2020-</p> <p>Kofofidua Technical University Btech in secretaryship and management studies (top up) 2020- to 2022-</p> <p>Kofofidua Technical University HND in secretaryship and management studies 2017-08 to 2020-05</p>	<p>Angel Data and telecom Service Supervisor GHS 1600 2021-12 to 2023-05</p>	

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				<p>BECE(2013) - Mathematics - 6 BECE(2013) - English Language - 4 BECE(2013) - Integrated Science - 5 BECE(2013) - Social Studies - 6 BECE(2013) - ICT - 5 WASSCE(2016) - English Language - C6 WASSCE(2016) - Integrated Science - C6 WASSCE(2016) - Government - A1 WASSCE(2016) - Literature in English - B3 WASSCE(2022) - Core Mathematics - C4</p>		
21	1969	<p>Susana Nana Aba Dadzie 0549897235 0205600776 swanziegold@gmail.com P.O.BOX DC 602, Dansoman</p>	23 yrs	<p>ACCRA TECHNICAL UNIVERSITY First Degree Education SEPTEMBER 2020 to FEBRUARY 2023</p> <p>GHANA INSTITUTE OF LANGUAGES HND 2016-09 to 2020-04</p> <p>ACCRA TECHNICAL UNIVERSITY DEGREE 2020- to 2022-02</p> <p>BECE(2013) - Mathematics - 4 BECE(2013) - English Language - 3 BECE(2013) - Integrated Science - 2 BECE(2013) - Social Studies - 2 BECE(2013) - Ghanaian Language and Culture - 3 WASSCE(2016) - Mathematics - C4 WASSCE(2016) - English Language - C4 WASSCE(2016) - Integrated Science - C5 WASSCE(2016) - French - B3 WASSCE(2016) - History - C5</p>	<p>ACCRA TECHNICAL UNIVERSITY SECRETARY GHS 500 2020-09 to 2021-09</p> <p>PERFECT PIECES PHOTO STUDIO PERSONAL ASSISTANT GHS 1200 2022-12 to 2023-02</p>	
22	2111	<p>Rebecca Adjwoah Aidoo 0570314476 0241824788 becaaidoo@gmail.com P.O.Box 718 Dansoman Market</p>	26 yrs	<p>University of Cape Coast First Degree Education 2021-02 to 2023-01</p> <p>Accra Technical University HND Education 2017-09 to 2020-12</p> <p>Ebenezer Secondary Senior High School Secondary Education 2010-09 to 2013-05</p> <p>Evangelical Presbyterian School Basic Education 2008-02 to 2010-04</p> <p>University of Cape Coast Human Resource Management 2021-02 to 2022-12</p> <p>Accra Technical University</p>	<p>Advans Ghana Savings and Loans Mobile Banking Officer GHS 1400 2016-06 to Date</p> <p>Tulipe Groupe Data Entry and Research Specialist (Remote) GHS 1000 2021-09 to 2022-12</p>	

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BROADSHEET FOR SHORTLISTED - SECRETARIES**

			<p>Secretarialship and Management Studies - to 2020-</p> <p>BECE(2010) - Mathematics - 2 BECE(2010) - English Language - 5 BECE(2010) - Social Studies - 2 BECE(2010) - Ghanaian Language and Culture - 3 BECE(2010) - Pre-Vocational Skills - 3 WASSCE(2013) - Core Mathematics - C6 WASSCE(2013) - English Language - C6 WASSCE(2013) - Elective Mathematics - B3 WASSCE(2013) - Business Management - B2 WASSCE(2013) - Financial Accounting - B3</p>		
23	2185	<p>Exornam Wormenor 0545788654 0504583871 exornamwormenor1234@gmail.com P. O Box AS 114, Ashaiman</p>	<p>24 yrs</p> <p>University ofCape Coast First Degree Education 2017-08 to 2021-10</p> <p>Anlo Senior High School Secondary Education 2012-11 to 2015-05</p> <p>Anloga-Domorgbor E P Basic Basic Education 2010-08 to 2012-04</p> <p>Anloga-Domorgbor E P Basic BECE Certificate 2010-08 to 2012-04</p> <p>Anlo Senior High School West Africa Senior School Certificate 2012-11 to 2015-06</p> <p>University ofCape Coast Second Class Honours(Upper Division) 2017-08 to 2021-10</p> <p>BECE(2012) - Mathematics - 4 BECE(2012) - English Language - 4 BECE(2012) - Integrated Science - 4 BECE(2012) - Social Studies - 3 BECE(2012) - Ghanaian Language and Culture - 3 WASSCE(2015) - Core Mathematics - C4 WASSCE(2015) - English Language - C4 WASSCE(2015) - Integrated Science - B2 WASSCE(2015) - Principles ofCost Accounting - A1 WASSCE(2015) - Financial Accounting - A1</p>	<p>JINS Savings and Loan Ltd National Service Personnel GHS 600.00 2021-10 to 2022-08</p>	
			<p>Government Secretarial School Certification 2021-09 to 2023-02</p> <p>Ozbek Practical Training Certification</p>		

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24	2191	Gifty Acquah 0591098776 0204425920 acquahgify119@gmail.com GA- 315-4884	20 yrs	<p>2019-08 to 2019-10</p> <p>Victory International School Certificate 2014-09 to 2016-04</p> <p>O'Rielly Senior High Wassce 2016- to 2019-06</p> <p>Government Secretarial School Secretarial 2021- to -02</p> <p>BECE(2016) - Mathematics - 2 BECE(2016) - English Language - 4 BECE(2016) - Integrated Science - 2 BECE(2016) - Social Studies - 4 BECE(2016) - Ghanaian Language and Culture - 2 WASSCE(2019) - Core Mathematics - C6 WASSCE(2019) - English Language - C5 WASSCE(2019) - Social Studies - B3 WASSCE(2019) - General Knowledge in Art - B3 WASSCE(2019) - Leatherwork - B3</p>	Abena's Couture Office Manager GHS 700 2021-07 to 2022-01	
25	2255	Fatima Dede Okrah 0243469691 0208301166 fatidede143@gmail.com Pantang Hospital Block A	23 yrs	<p>Accra Technical University HND Education 2016-10 to 2019-08</p> <p>Accra Technical University HND Secretaryship and Management Studies 2016-09 to 2019-05</p> <p>BECE(2013) - Mathematics - 3 BECE(2013) - English Language - 3 BECE(2013) - Integrated Science - 2 BECE(2013) - Basic Design and Technology - 1 BECE(2013) - RME - 3 WASSCE(2016) - Core Mathematics - D7 WASSCE(2016) - English Language - B3 WASSCE(2016) - Integrated Science - C6 WASSCE(2016) - Christian Religious Studies - B2 WASSCE(2016) - Government - B3</p>	Pantang Hospital National service personnel GHS 599 2019-10 to 2020-08	
				<p>Kumasi Technical University HND Education 2019-09 to 2022-10</p> <p>Kumasi Technical University HND in Secretaryship and Management Studies 2019-09 to 2022-10</p> <p>Kumasi Technical University HND IN SECRETARYSHIP AND MANAGMENT STUDIES 2019-09 to 2022-10</p>		

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26	2412	Faiza Alhassan 0557627290 0200310421 faizaalhassanwumpinii@gmail.com PLT3 BLKA	23 yrs	T.I Ahmadiyya Senior High school WASSE 2014-08 to 2017-04 Spring International School BECE 2011-01 to 2014-06 BECE(2014) - Mathematics - 2 BECE(2014) - English Language - 4 BECE(2014) - Pre-Technical Skills - 1 BECE(2014) - RME - 3 BECE(2014) - ICT - 3 WASSCE(April 2017) - Core Mathematics - D7 WASSCE(April 2017) - English Language - C6 WASSCE(April 2017) - Economics - C6 WASSCE(April 2017) - Geography - C5 WASSCE(April 2017) - History - B2	Kumasi Technical University Administrative Assist GHS 559 2022-11 to 2023-10	
27	2530	Anita Akua Haizel 0248208264 0207173473 anitahaizel4@gmail.com Rexola Hotel-Oyibi, Accra	23 yrs	Government Secretarial School Certification 2018-06 to 2020-06 Government Secretarial School Stenographer grade 1 2018-06 to 2020-06 BECE(2014) - Mathematics - 2 BECE(2014) - English Language - 2 BECE(2014) - Integrated Science - 3 BECE(2014) - Social Studies - 3 BECE(2014) - Ghanaian Language and Culture - 2 BECE(2014) - Basic Design and Technology - 1 BECE(2014) - RME - 4 BECE(2014) - ICT - 5 BECE(2014) - French - 5 WASSCE(2017) - Mathematics - C6 WASSCE(2017) - English Language - C4 WASSCE(2017) - Integrated Science - D7 WASSCE(2017) - Social Studies - D7 WASSCE(2017) - French - C5 WASSCE(2017) - Christian Religious Studies - B3 WASSCE(2017) - Literature in English - C6 WASSCE(2017) - Ewe - D7	SFM Blocks Secretary GHS 500 2021-11 to 2023-01	
				Koforidua Technical University HND Education 2014-09 to 2017-06 Okuapeman Senior High School Secondary Education 2009-06 to 2013-06 Grace International School Basic Education 1998-09 to 2009-04		

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28	2650	Elizabeth Adwoa Akyiaa Brafo 0242538992 0545116896 ewuraadwoa1111@gmail.com John Teye, House No. 51	27 yrs	Grace International School Basic Education Certificate Examination 1998- to 2009-04 Okuapeman Senior High School West African Senior Secondary Certificate Examination 2009- to 2013-06 Koforidua Technical University HND Secretaryship and Management Studies 2014- to 2017- BECE(2009) - Mathematics - 1 BECE(2009) - English Language - 1 BECE(2009) - Integrated Science - 2 BECE(2009) - Pre-Technical Skills - 1 BECE(2009) - Pre-Vocational Skills - 1 WASSCE(2013) - English Language - C6 WASSCE(2013) - Integrated Science - C5 WASSCE(2013) - Social Studies - B2 WASSCE(2013) - Clerical Office Duties - B3 WASSCE(2013) - Typewriting - B2	West African Examination Council, Headquarters Secretary GHS 1000 2019-11 to 2020-10	
29	2787	Bright Tambo 0500035254 0546348679 britamb16@gmail.com Ashongman Pure Water	25 yrs	Accra Technical University HND Education 2013-09 to 2016-08 ST. THERESA OF AVILA B.E.C.E 2007-04 to 2010-04 PRESBY SNR HIGH/TECH SCHOOL WAEC 2010-09 to 2013-06 Accra Technical University Secretaryship and Management Studies 2013-10 to 2016-09 BECE(2010) - Mathematics - 6 BECE(2010) - English Language - 4 BECE(2010) - Integrated Science - 4 BECE(2010) - Basic Design and Technology - 2 BECE(2010) - French - 3	Ga-East Municipal Assembly Environmental Health Officer (NABCO) GHS 700 2018-09 to 2021-10	
				Government Secretarial School Certification 2015-10 to 2017-10 Government Secretarial School Certification 2015-10 to 2017-11 Manya Krobo Senior High Secondary Education		

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30	3154	Doris Boadiwaa Darteh 0240168546 0244947488 dartehtdoris211@gmail.com Bruce road, palladium, Accra	25 yrs	<p>2012-10 to 2015-05</p> <p>SOS Hermann Geminer School Basic Education 2002-09 to 2012-04</p> <p>Government Secretarial School Certification 2016-12 to 2017-02</p> <p>Government Secretarial School Certification 2016-04 to 2016-08</p> <p>Manya Krobo Senior High School West African Examination Council 2012-10 to 2015-05</p> <p>Government Secretarial School Diploma 2015-10 to 2017-11</p> <p>BECE(2012) - Mathematics - 6 BECE(2012) - English Language - 3 BECE(2012) - Integrated Science - 4 BECE(2012) - Social Studies - 2 BECE(2012) - Basic Design and Technology - 2 BECE(2012) - RME - 1 BECE(2012) - ICT - 4 WASSCE(2015) - English Language - C6 WASSCE(2015) - Social Studies - B3 WASSCE(2015) - History - C6</p>	<p>Doccupro Ghana Limited Data Entry Executive GHS 1400.00 2021-02 to Date-06</p>	
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