

CURRICULUM VITAE

Kubi Addison Emmanuel
P. O. BOX 69, ABUAKWA
Ashanti Region
Tel: 0246926600

E-Mail Address: emmanuelkaddison@gmail.com

PERSONAL DATA

Date of Birth : 1st August, 1996
Place of Birth : Asante Akim Juaso
Nationality : Ghanaian
Religion : Christian
Sex : Male
Marital Status : Single

PERSONAL PROFILE

- Self-driven, Self-motivated, independent, collaborative, innovative, a fast team environment (team player), hard worker and honest.
- Ability to exercise good judgment to help solve arising problems.
- Perform assigned task with great responsibility.
- Work well under pressure (flexible) and possess the ability to perform under a fast-paced environment and deliver within required deadlines.

EDUCATIONAL BACKGROUND

PERIOD	SCHOOL / INSTITUTION	AWARD
2019 - Date	Akenten Appiah- Menka University of Skills Training and Entrepreneurial Development	Bachelor of Science in Mathematics Education

2014 - 2016	Ofori Panin Senior High School	West African Senior School Certificate Examination (WASSCE)
2011-2013	Anyinam AME Zion JHS	Basic Education Certificate Examination (BECE)

EXPERIENCES

PERIOD	PORTFOLIO	INSTITUTION
2012 – 2013	School Prefect	Anyinam AME Zion JHS
2015 – 2016	Class Prefect	Ofori Panin Senior High School

PROFESSIONAL SKILLS AND COMPETENCIES

- Effective communication.
- Singing.
- Team collaboration.
- Microsoft office.
- Frontend developer
- Customer service.
- Flexibility

LANGUAGE PROFICIENCY:

Language	Spoken	Written	Read
English	Good	Good	Good
Twi	Good	Good	Good

KEY TRAITS:

- Presentable, integrity and confidentiality.
- Punctual, reliable and dedicated.
- Multi-tasking, effective listening and attentive to detail (detail-oriented).

INTERESTS

- Football

- Video game
- Tourism

WORK EXPERIENCE

Produce Buying Company (Accra Village Area- Anyinam) – January, 2017 – August, 2019

- Buyer

3 Medical Reception Station (Liberation Barracks Sunyani) – 18th October, 2021 – 9th December, 2022.

- OPD
- Task: Taking of records.

Sunyani Technical Institute – 20th January, 2023 -13th April, 2023

- Mathematics teacher

REFEREES

POSITION	NAME	ADDRESS
Incharge	Mr. Kwabena Boakye	Produce Buying Company (Accra Village Area- Anyinam) Contact: 0243240847
Incharge	W.O. II Odame Julian	3 Medical Reception Station (Liberation Barracks Sunyani) Contact: 0249461001
H.O.D.	Mr. Degraft Bawa Solomon	Sunyani Technical Institute Contact: 0596144437

