**Dominic Agyemang Opoku**

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**Professional Summary**

Dominic is master’s student studying Public Policy and Management where my mixed-method research examines the implementation and institutional impact of decentralization policies in developing countries. Prior to beginning these studies, he worked for 12 years providing management consulting services to civil and public service institutions. Dominic have strong quantitative background, with previous experience working in both sales and as a tax officer. He is also a co-founder and volunteer with Beyond Borders Budapest, a grassroots community formed as an emergency response to the war in Ukraine which supports African students and other migrant groups in Hungary.

**Key Skills**

* Data collection, analysis, and presentation
* Project management
* Team player with strong leadership abilities
* Intermediate level of microsoft suite
* Proactive, strong attention to detail, and good time management skills
* Excellent communication skills

**Professional Experience**

**Principal Management Analyst**

Office of the Head of Civil Service, Ghana - Management Services Department (MSD)

2010–2020

* Synthesized, interpreted, re-developed over 50 organisational development documents for the civil and public service institutions in Ghana
* Lead and participated in the recruitment and promotion exercises of over 20000 civil and public servants
* Delivered key insights to management to ensure the implementation of the various HR documents are in line with policies
* Conducted HR Audits for the Public Service Commission in the Upper West region for over 10 public services institutions and the Local Government Service in over 10 District Assembles
* Calculated staffing levels for the successful implementation of the Public Service Commission’s Human Resources Management Information System (HRMIS)
* Liaised with public service managers and technical teams to ensure data accuracy and quality in human resource data management
* Conducted in-depth research, synthesized findings, and developed data-driven recommendations to improve the process and migration of Civil Service Institutions onto the Single Spine Salary Structure

**Lead Sales Generator**

Barclays Bank Ghana Limited

2008–2009

* Liaised directly with clients to increase banking product sales
* Customized sales packages and products for various clientele groups

**Tax Officer - National Service**

Ghana Revenue Authority

2006–2008

* Compiled and assessed annual tax revenues for private and corporate tax payers
* Calculated and communicated yearly tax debts

**Marketing Officer (Intern)**

Yetron Services Limited, Accra

2006

* Responsible for placement, and designs for media marketing (newspapers, TV, etc.)
* Delivered data-driven recommendations for improving marketing performance

**Education**

**Public Policy and Management (MSc)**

Corvinus University of Budapest, Hungary: 2020–present

**Business Consulting and Enterprise Risk Management (MSc)**

Kwame Nkrumah University of Science and Technology, Accra, Ghana: 2014–2020

**Marketing Management (Administration) (BSc)**

Central University, Ghana, Accra: 2002–2006

**Selected Training and Workshops**

* National Anti-Corruption Action Plan (NACAP) Sensitization Forum. Accra, Ghana. 2020.
* Seminar on Right to Information Act - OHCS. Accra, Ghana. 2020.
* Managerial Leadership Skills Development (MDPI). Accra, Ghana. 2019.
* Training Human Resource Audit and Organisational Analysis / Review. Accra, Ghana. 2011, 2012, 2015, 2017, 2018
* Seminar on Public Service Management Experiences. Hainan, China. 2019.
* Certificate in Management Skills, Intl Management Institute, New Delhi, India. 2012.
* Workshop on Decentralization – Matter Arising. Accra, Ghana. 2010.
* Workshop on GIFMIS – Ghana Integrated Financial and Management Information System. Accra, Ghana. 2010.

**Language skills**

English – Native

Twi – Native

French - Elementary

Hungarian - Elementary