

Emmanuel Niikoi Ashie

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CAREER OBJECTIVE

I am a team player with a good sense of humor, adaptable to change and able to handle work in the accounting and administration field according to their individual priorities. I am also good at keeping accounts current and accurate for financial recordkeeping. My aim is to find a position in a pacesetting and team-oriented institution where my potential will be maximized to add value to the organization's vision and service delivery.

WORK EXPERIENCE

2021 - Present

Research Assistant

Responsibilities:

- Conducting interviews with participants.
- Supervised all field surveys, identified and evaluated all training requirements and made necessary recruitments.
- Coordinated with field logistics for staff accommodation, scheduled transport and ensured compliance to all deadlines.
- Documented all task related activities and evaluated it on a regular basis.
- Coordinate with other supervisors in all off-site project reports.
- Trained temporary staff for related activities.
- Ensured optimal maintenance of company assets.

Skills:

- Exceptional knowledge of field researcher and its various procedures.
- Ability to perform basic data entry work.
- Ability to work for extended hours and in flexible shifts.
- Ability to maintain accurate records of all surveys.
- Excellent communication skills.
- Proficient in completing all training requirements.

Projects:

Quantitative and Qualitative Research

1. Making Health Insurance responsive to citizens: A case study of mobile renewal and grievance redressal system of the Ghana National Health Insurance Scheme.

2. Women's Access to Productive Resources and participation in Agriculture and Linkage with Nutrition of Women in Rural Ghana.
3. Improving the Effectiveness of Mass Long Lasting Insecticide treated Net Distribution Campaigns Through Community-based Health Planning and Services Programme in Ghana (MY-CAMP)
4. The Additional Plastic Burden from COVID-19 Disposable Face Masks on Ghana.
5. WP2 Baseline
6. Occupational Risk Assessment and COVID-19 Resilience Creation Among Informal Waste Workers in Greater Accra Region of Ghana.
7. FGD & Survey – Water and Waste Project.
8. Nappy Studies – Water and Waste Project.
9. Implementation Research for Prevention and Control of Non-Communicable Diseases: Community-based Approach to Integration NCD Care into HIV Treatment (CAIN2HIT) in Ghana.

09/2019 - 12/2020

Administrative Assistant, University of Ghana – School of Public Health, Legon

Responsibilities:

- Answering and directing phone calls to relevant staff
- Scheduling meetings and appointments
- Taking notes and minutes in meetings
- Ordering and taking stock of office supplies
- Preparing documents for meetings and business trips
- Processing and directing mail and incoming packages or deliveries
- Greeting and directing visitors and new staff to the organization
- Writing and issuing emails to teams and departments on behalf of teams or senior staff
- Researching and booking travel arrangements for staff
- members Finding ways to improve administrative processes
- Writing and issuing emails to teams and departments on behalf of teams or senior staff
- Researching and booking travel arrangements for staff members
- Ordering and taking stock of office supplies.

06/2018 - 08/2018 (Internship)

Accounting Assistant, La-Nkwantanang Madina Municipal Assembly – Madina

Responsibilities:

- Assigned codes to invoices, files and receipts to keep records organized and easily searchable.

- Proper filing of documents and payment vouchers. This is done because filing and documentation will develop you as a more organized individual.
- Input financial data and produce financial reports using Excel and Word to Donors and Government. This made me familiar with the different requirements for financial reporting. And I always tried my best to finish and report on time because it is very important that reports are ready on time to ensure funds are also released for projects to keep going.
- Evaluate employee expense reports and verify accuracy of retirement of imprests. This showed me how to post expenditures to their right cost centers and account codes. This also ensures all payment documentation are complete.
- Preparing memos and recording of letters, memos and documents received. Drafting memos for Accountant has tested my writing communication skills and my Microsoft Word skills. It has also increased my understanding of how to address authorities.
- Issuance of receipts to clients.
- Deposit of revenues collected into the institution's account. This has added to my experience of bank reconciliation issues and how to safeguard cash.

EDUCATION

February, 2025– Present

Web Developer, Meltwater Entrepreneur School of Technology

2019 – 2021

B-Tech in Accounting, Accra Technical University, Accra

2016 – 2019

HND in Accountancy, Accra Technical University, Accra

2011 – 2014

WASSCE Certificate, Benkum Senior High School, Larteh

2008 – 2011

BECE Certificate, Espo Best Child School, East-Legon

SKILLS HIGHLIGHTS

- I have the experience of working in a corporate environment.
- I possess the ability to maintain strict levels of confidentiality in handling sensitive information.
- My willingness to take on more responsibilities as needed and devote time necessary to meet deadlines is also one of my skills.

- I am a computer literate, good with the internet and also a very good verbal and written communication skills. I have the ability to use various social media networks to facilitate work and interaction among colleagues.
- I have the ability to use email services, zoom and other technologies to work remotely.

TECHNICAL SKILLS

Microsoft Office Suit, Adobe Photoshop, SPSS Tally, Data Entry, Nvivo, ODK, RedCap, SurveyCTO and Kobo Collect.

REFERENCES

1. Dr. Adanna U. Nwameme

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