

## MICHAEL NKRUMAH FRIMPONG

### OBJECTIVE

A passionate and result oriented young man who enjoys being part of a work team in a dynamic working environment, believes in excellence and continuous learning.

---

### SKILLS & ABILITIES

Proficient in Microsoft Office tools (MS Word, MS PowerPoint and MS Excel).  
Understand and can use most Windows and MacOS based software.  
Able to work under minimal or no supervision.  
Follow directives and respect authority at all levels.  
Strong interpersonal relationship and a team player  
Easily adapt and a ready to learn.

---

### EXPERIENCE

#### **NABCO Personnel, MANHYIA SOUTH SUB-METRO**

**December 2018-Date**

- Revenue Mobilization.
- Coordinate national service personnel to ensure maximum revenue mobilization.
- Help staff with basic computer and network issues.

#### **OPERATION OFFICER, LEC GROUP**

**January-May 2018(FULL-TIME)**

- Coordinated and ensured maximum success of all company events, pre, during and post. Coordinated all student clubs of the company in the major university campuses.
- Drafted company sponsorship proposals and all other related documents.
- Assisted with all aspects of administrative management.

#### **LOAN OFFICER, LEADS MICRO-CREDIT**

**January-May 2018 (PART-TIME)**

- Met with applicants to obtain information for loan application.
-

- Authorized the approval of loans within specified limits and referred loan applications outside those limits to management for approval.
- Obtained and compiled copies of loan applicants' credit histories, financial statements and other financial information.
- Computed Payment schedules.
- Resolved and clarified customer questions and complaints.

### **TEAM LEADER INTERN, LEC GROUP**

#### **September-December 2017**

- Led the team of interns in morning assessments and relevant discussions.
- Developed strategic meeting and sales plan with volunteers at various campuses for Success Africa.
- Data entry of the participants of Success Africa for record keeping and future projections.

### **NATIONAL SERVICE PERSONNEL, GHANA BROADCASTING CORPORATION (GBC), KOFORIDUA**

#### **September 2016-August 2017**

- Assisted in outside broadcasting programs.
- Recorded live radio shows.
- Aided in solving computer and network problems encountered by other staff members in the department.
- Edited audio files.
- Monitored output of radio and television.
- Generator Set Servicing.

### **INTERN, MAST POWER INFRASTRUCTURE**

#### **June-July 2015**

- Assisted in the installation of batteries at cell sites.
- Preventive Maintenance.
- Generator Set Servicing.

### **INTERN, ELECTRICITY COMPANY OF GHANA LTD. (ECG), DANYAME**

#### **June-July 2014**

- Data entry of the loads that were recorded every night.
- Assisted in the replacement of rotten, broken service poles.
- Assisted in the installation of service lines.
- Aided in solving basic computer and network problems encountered by other staff members in the department.

---

## EDUCATION

**KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY–  
KUMASI - BSC. TELECOMMUNICATION ENGINEERING - (SEPTEMBER 2012-  
MAY 2016)**

Relevant Courses: Information Technology, Computer Networking, Engineering Economics and Management, Telecommunication Infrastructure, Optical communication, etc...

**ASANTEMAN SENIOR HIGH SCHOOL-KUMASI-WEST AFRICAN SECONDARY SCHOOL  
CERTIFICATE (WASSCE) - (OCTOBER 2008-MAY 2012)**

Elective Subjects: Physics, Chemistry, Biology and Elective Math.

---

## ACADEMIC PROJECTS

Performance Analysis of Energy Detection Based Spectrum Sensing Over AWGN.

Electromagnetic Compatibility Test on Laptop Battery (Toshiba).

---

**SEMINARS** Success Africa 2013 – Defying All Odds

**ATTENDED** Success Africa 2017 – Mentorship: The Hub of Greatness

---

**SOCIETIES** Ghana Engineering Student Association (GESA), member.

International Association for the Exchange of Students for Technical Support (IAESTS), Publicity Department, member.

---

**LANGUAGES SPOKEN** English, Twi.

---

## REFERENCES

**JAMES D. GADZE, PhD**

Senior Lecturer, Department of  
Telecommunication Engineering, KNUST  
Kumasi, Ashanti Region  
0206891515

**MR. COLLINS OBENG TWUMASI, Supervisor**

MANHYIA SOUTH SUB-METRO,  
Kumasi, Ashanti Region  
0508440760

---

**MR. ISAAC KUSI**

Business Development Manager,  
Leadership Empowerment Consult (LEC)  
Group,  
Accra-Greater Accra  
0200903364/0277279898

