



ALBERT OPOKU-TWUMASI

CURRICULUM VITAE



ALBERT OPOKU-TWUMASI

Tel.0501378473

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PERSONAL STATEMENT

An adaptable, responsible and hardworking graduate seeking to prove myself to the world in order to achieve personal goals. My degrees in Construction Technology and Management, and Information Technology Management, have enabled me to develop good management skills and an analytical approach to tasks. During and after my studies, I had the opportunity to work showing myself to be highly motivated, ability to organize efficiently and work well under pressure. My primary qualities are dependability, adaptability and the determination to get a job done.

PERSONAL INFORMATION

Date of birth: 2nd June, 1993

Sex: Male

Marital status: Single

Mobile number (s): 0501378473

Nationality: Ghanaian

Language(s): Twi and English

Driving license: No

Hobbies: Drawing and football

EDUCATION

★ **Dr. D. Y. Patil Vidyapeeth**

(2021-2023)

Master of Business Administration (IT Management)

Pune, India

★ **Kwame Nkrumah University of Science and Technology**

(2012- 2016)

BSc. (Hons) Construction Technology and Management

Kumasi, Ashanti

★ **Jachie- Pramso Senior High School**

(2007- 2011)

**General Arts: Elective Mathematics, Geography, Economics and
Government**

Jachie- Pramso, Ashanti

★ **Saint Mary's Anglican Junior High School**

(2004- 2007)

**Science, Mathematics, English, Pre-Technical Skills, Vocational Skills,
R.M.E. and Asante Twi**

Ejura-Ashanti

PERSONAL SKILLS

- ★ Critical thinking
- ★ Dependability
- ★ Caring
- ★ Creative
- ★ Dedication
- ★ Encouraging
- ★ Flexibility
- ★ Hard working and Helpfulness
- ★ Honesty
- ★ Intuitive
- ★ Trustworthy
- ★ Law abiding
- ★ Reachable
- ★ Sincere
- ★ God fearing

PROFESSIONAL SKILLS

- ★ Building designing in Architecture
- ★ Preparation of bills of quantities
- ★ Estimating
- ★ Progress report preparation
- ★ Cash- flow forecast preparation for payment
- ★ Certificate preparation for payment
- ★ Proficiency in Microsoft office including Word, Excel and PowerPoint.

WORK EXPERIENCE

EASY 'A' PUBLICATIONS

(August, 2017 – June, 2021)

Positions: Co-Author, Sales and Marketing Officer

Duties

- ★ Drafted the book “Geography Questions and Answers for Senior High Schools”.
- ★ Gave the final approval of editions to be published.
- ★ Advertised the book.
- ★ Developed the pricing strategies.

NATION BUILDERS CORPS (NABCO)

New Bantama M/A Primary and KG (Full-time)

(November, 2018 – October, 2021)

Position: Teacher

Duties

- ★ Taught General Subjects (Mathematics, Science, English, Creative Arts, Our World Our People, History, Asante Twi and R.M.E.) in Basic Three (3).
- ★ Supervised, took attendance and ensured discipline in the school.
- ★ Marked examination scripts and prepared terminal report cards.
- ★ Assisted in training learners for sporting activities such as football and volleyball.
- ★ Ensured hygiene and sanitation.
- ★ Chaplain who taught learners the Word of God.

WEST AFRICAN EXAMINATION COUNCIL (WAEC)

Basic Education Certificate Exams (BECE)

(2019 - 2023)

Position: Assistant Examiner

Duties

- ★ Marked Pre-Technical Skills scripts.
- ★ Prepared marked sheets.

NATIONAL SERVICE

Adaase M/A Primary School (Full-time)

(September, 2016 - July, 2017)

Position: Teacher

Duties

- ★ Taught Mathematics and R.M.E in Basic 4, 5 and 6.
- ★ Basic five (5) assistant teacher who supervised, prepared terminal report cards, took attendance and ensured discipline.
- ★ Trained pupils for sporting activities such as football.
- ★ Assistant Chaplain who taught pupils the Word of God.

INTERNSHIP

Building and Road Research Institute (B.R.R.I) Full-Time

(June, 2014 - August, 2014)

Duties

- ★ Helped in the preparation of Bills of Quantities.
- ★ Assisted in the preparation of detailed consultant estimate.
- ★ Assisted in the preparation of contract document.

- ★ Helped in the selection of the best tender bidder in the preconstruction stage.

REFERENCE

Bandoh Dabie Kwame

Headteacher of Adaase M/A Primary School

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Prince Ofori Abrokwa

Architect at Building and Road Research Institute (B.R.R.I)

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