

## **CURRICULUM VITAE**

**NAME:** KOFI AFRIYIE  
**ADDRESS:** BEREKUM COLLEGE OF EDUCATION,  
P.O.BOX BOX 74, BEREKUM.BONO REGION.  
**SEX:** MALE  
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**HOMETOWN:** JACHIE, ASHANTI REGION  
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**NATIONALITY:** GHANAIAN

### **PROFILE:**

I am a humble, hardworking and energetic graduate who aspires to assist people in difficult situations.

### **EDUCATIONAL BACKGROUND**

**2014 – 2015** Master of Education in Guidance and Counselling from University  
of Education, Winneba.

**2010 – 2012** Bachelor of Education in Guidance and Counselling from University  
of Education, Winneba.

**2006 – 2008** Diploma in Social Administration from University of Ghana.

**1999 – 2002** Teachers Certificate A (3- YEAR POST SECONDARY)

## **SKILLS AND ABILITIES**

Can plan, manage, organize and monitor persons effectively.

Competent in administrative work, team player, meet assignment deadlines,

Good communication skills, work under pressure with little or no supervision,

Innovative, fast learner and ready to learn

## **COMPUTER LITERACY**

Proficient in Microsoft Suites such as Word, Excel, Databases,

Internet and excellent typing and data entering skills

## **WORK EXPERIENCE**

**2017 TO DATE** Education Tutor, Berekum College.

**2012 - 2017** Guidance and Counselling Coordinator. Sekyere South Education Directorate, Agona – Ashanti.

**2002 – 2006** Abuontem D/A JHS

**DUTIES** Teaching Educational Courses (Guidance and Counselling, Special Needs Education, Principles and Practice of Education, Research etc.) and assisting the College Counsellor.

## **OTHER DUTIES**

**2012 TO DATE** Polling Station Officer, Electoral of Commission Ghana

## **REFEREES**

**Mr. Prince Yeboah Marfo**

The Principal,

Berekum College of Education.

P. O. Box 74, Berekum.

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**Mr. ALEXANDER ATTAH- ASANTE**

District Director of Education,

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