

CURRICULUM VITAE

Emmanuel Opoku
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Born: February 5, 1985



Professional Profile

I am eloquent and fluent in using the English language in interpersonal interactions. I am a teachable teacher who learns very fast and with great desire to learn new skills. The possession of a self confidence in team work, hardworking, firm commitment to work and with vast knowledge in computing and human relationship as well as data integrity. I am dependent in decision making, proactive and very productive with a given tasks.

A versatile analytical hardworking young man with a practical hand-on approach who always perseveres to achieve the best result. Able to collect and analyze information, digest fact and figures and quickly grasp complex technical issues. Excellent negotiation and problems solving skill and swiftly identifying the root of any problem and develops an effective solution. A result oriented.

Professional Field of Interest

Having administered the gospel of Jesus Christ as a voluntary full-time missionary for 24 months in saving Souls by bringing them unto Christ through Repentance and Baptism, I have developed the attitude of keeping confidence and building truth worthiness with contacts and acquaintances. With this discipline, I desire thereafter, to endeavour in the field of Health Informatics, conduct research into health issues and help identify root causes to emerging pandemics and contribute to effective solutions. I have keen interest to contribute to an effective Teaching and Training of Health Professionals.

Objective

To obtain a challenging position that will allow me to use my interest in Health Informatics, Teaching, Leadership and Interpersonal Skills to further the goals of growing Health Institution while advancing my own training in the personal development, humility and sacrifice in all facets of life.

Educational Background

Tertiary Education

2019 – 2023: Catholic University of Ghana (BSc Public Health)

2011 – 2013: University College of Management Studies (UCOMS),
[DBS (Accounting option)]

2009 – 2010: Project Management Institute Port Harcourt Nigeria
(Certificate of Completion)

Secondary Education

2002 – 2006: Faith Assemblies of God Secondary School (FAGSEC)

Workshops and Trainings Attended

2022 – Character First Education on All Character Traits (Orientation Training Seminar)

2014 – BCL Consulting Ghana Limited (Executive Certificate in teller customer services)

2013 – Sinapi Aba Savings and Loans Ltd (T24 Banking Software)

2013 – Sinapi Aba Savings and Loans Ltd Quality Customer Service Delivery

2009 – LDS Employment Resource Center Career Workshop

2007 – 2008 Data-Link Institute (Office User Specialist)

January 2005 – February 2008: Church Assistant Clerk, Authorizing of church expenses and cheque, In charge of financial records of the stake, Entry of church expense in MLS system, Updating of members records on MLS

24 – Months Full-Time Missionary Service Training: Setting goals and actualizing them long term and short term goals, Proper time management and effective daily planning, Office management and public relation

Voluntary Service Rendered

Bishop at (The Church Of Jesus Christ Of Latter-Day Saints)

24 – Month Full-time Missionary Services (Nigeria Port Harcourt Mission)

Work Experience

2023-2024 Health Information at Sunyani Municipal Hospital (Service)

2021- Present Administrator at K.NAS School Complex

2019 – 2020 SGB: Micro Credit Service (Credit officer Relationship officer)

September 2016 – November 2016: Sinapi Aba Savings and Loans Ltd (Audit Officer)

August 2013 - September 2016: Serve as a member of Disciplinary committee of SASL Data Entry Clerk Back office (Officer Representative of quality customer service delivery Unit)

March 2011 – July 2012: Future leaders Co Operative Group; Financial and Accounting Officer (In-charge of petty cash system of transaction, Depositing of cash to the bank, Disbursement of loan, Entry of loan repayment, Cash analysis, Opening Account for customers, Customer personal banking service)

Jun 2011 - Dec 2011: Matta Devi Basic School and J .H. S (Computer Teacher - ICT supervisor and Hardware engineer)

Communication

I have good oral and written communication skills.

Leadership Experience

Head of department at K.Nas school complex

Served as a Bishop at Kumasi Ghana University Stake of the Church of Jesus Christ of Latter day Saints .

High Counselor – Visiting leader offering training and some leadership assistant to assigned units in the Stake.

Kumasi Ghana University Stake Audit Committee Member – Audit the financial transactions in an assigned units in the Stake

Technological Experience

Good Computer Skills (Microsoft Office Suit).(Hardware)

Automobile

A very skillful driver.(license B)

Interests & Hobbies

Counseling, Researching, reading, providing ultimate ideas, working as a team, Educating.

REFEREES

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