Emmanuel Afrifa Antwi

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| 0241243945 | antwi.afrifa@gmail.com | P. O. Box KS 15571 Adum, Kumasi |

Personal Profile

I always strive to achieve the highest standards possible at any given task and in any situation. I am accustomed to working in a challenging and fast-paced environment, particularly when dealing with multiple projects at the same time.

Education

University Of Education Winneba

Kumasi

BSc Accounting Education

**2013 – present**

Adventist Senior High School Bantama

Business

**2007 – 2011**

Wonoo-Ahodwo L/A J.S.S

Sakora Wonoo

**2005 -2007**

**Work Experience**

* **[September 2017 – Present] [National Service] [District Health Directorate, Ahafo Ano South]**

*Main duties performed: assisted in the account and audit departments, served as claims officer for NHIS ; served as the General Secretary for the National Service Perssonnel Association for the District*

* **[December 2017 ] [Data Collector] [Sight Savers]**

*Main duties performed: collection of data for drug administration for Neglected Tropical Diseases at Ahafo Ano South District in Ashanti Region.*

* **[September 2016 – December 2016] [Intern Teacher] [Adventist Senior High School , Bantama]**

*Main duties performed*: taught as accounting teacher for form 2 business classes

* **[2015- Present] [Class Representative] [BSc Accounting Education, University of Education, Winneba, Kumasi Campus]**

*Main duties performed*: served as the link between class members and lecturers; represented the class at Local Assembly meetings

* [**September 2015 – April 2016] [SRC Finance Committee Member] [University Of Education, Winneba, Kumasi Campus**]

*Main duties performed*: assist the finance committee in managing the financial affairs of the SRC.

* **[2013 - 2014] [ICT Teacher] [C. B. Mensa Adventist Preparatory School, Antoa]**

*Main duties performed*: taught as an ICT teacher for lower and upper primaries

* **[2013] [Tutor] [Sakora Wonoo]**

*Main duties performed:* as a volunteer taught form 3 JHS students English and Mathematics to prepare them for their 2013 BECE

**Skills**

**Computer:** [Microsoft Word, Excel and PowerPoint] [Tally ERP 9] [QuickBooks]

**Languages Written and Spoken:** [English] [Asante Twi]

**Typing Skills**: 32 AWPM with 90% accuracy

**Hobbies and Interests**

I sew some shirts at my leisure time. Sometimes I weave Kente. I also love playing draft and volley ball.

Referees

**Mrs Dora Agyei**

Accounting Teacher

Adventist Senior High School

0243472602

**Mr Abass Saeed**

Assistant Headmaster

C. B. Mensa Preparatory School, Antoa

0243343144