**PRINCE AGYEI**

**ADDRESS:** P. O. Box TL 128, Tamale, N/Region, Ghana, W/Africa.

**PERSONAL PROFILE**

Prince was a teacher/tutor at various levels, including tertiary. He has also done some translation work, translating documents ranging from educational, medical and healthcare, marketing to legal from English to Twi/Akan, and has been doing translation work for over seven(7) years on a part-time basis, providing language services to several clients(translation/localization agencies). He currently works with the Ghana Audit Service as an auditor.

**ATTRIBUTES AND SKILLS.**

* Goal-oriented.
* Fast learner.
* Computer literate (Ms-Word, Ms-Powerpoint, Ms-Excel, Internet)
* Use of translation softwares – SDL Trados Studo, Wordfast and OmegaT
* Ability to work for long hours
* Speak foreign language(Yoruba)
* Stock-taking/Record-keeping
* Serious-minded and analytical
* Team player
* Quite principled
* Meeting deadlines

**WORK EXPERIENCE.**

1. **Organisation** – Ghana Audit Service (**2012-present**)

**Position** – Senior Auditor

**Responsibilities** –

* Being acquainted with current rules, regulations, laws and directives that govern the activities of public sector organisations(auditees).
* Planning for an audit work.
* Executing the audit plan by going to audit the organization.
* Writing audit observations and responding to feedbacks from auditees.
* Writing management audit reports.

1. **Organisation** – University of Ghana (**2008-2012**)

**Position** – Tutor (Information Studies)

**Responsibilities** –

* Preparing adequately for each tutorial session.
* Conducting tutorials with students.
* Giving and marking assignments whiles commenting on them.
* Serving as a resource person for students on academic, nonacademic and administrative issues.
* Attending training programmes.

1. **Organisation** – Intercity STC Coaches Ltd. (**2007-2008**)

**Position** – Assistant Security Supervisor(National Service).

**Responsibilities** –

* Going round all security checkpoints to ensure effective job performance.
* Ensuring that the right procedure is followed in the acquisition of fuel.
* Monitoring of buses on the road.
* Sometimes performing the security man’s job when he is not around.
* Carrying out any other duties assigned by the head of security.

1. **Organisation** – Translation agencies

**Position** – Translator/Reviewer/Editor/Proofreader

**Documents worked on**: Medical consent forms/documents; Articles about certain diseases(for Wikipedia, to be published online); Health information for asylum seekers; Medical questionnaires; among others.

**EDUCATION.**

**Institution: Qualification: Grade: Years:**

1. University of Ghana Bachelor of Arts 2nd Class Upper 2003-2007

(**Economics and Info. Studies**)

1. West Africa S.H.S. S.S.S.C.E.(**Business**) Aggregate 11 2000-2002.

**TRAINING.**

* Regularity Audit with Ghana Audit Service.

**OTHER PERSONAL DETAILS.**

**Date of birth** – 16th December, 1984.

**Telephone** – +233242192600/0574664997**. E-mail** – [prince\_kwesi@yahoo.com](mailto:prince_kwesi@yahoo.com); princekwesi.pa@gmail.com

**HOBBIES.**

Reading, listening to up-building music and reasoning with others on issues of interest.

**REFERENCES.**

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