

1. Title: Mr

2. Biodata

Surname: Andoh

Other Names: Enoch Mensah

Gender: Male

Date of Birth: 16th October, 1979

Marital status: Married

Spoken Languages: English, Twi, Fanti

Address: University Library, U.E.W
P.O. BOX 25, Winneba

Telephone: (+233)242149937/0594414419

Email: enoch.andohmens@gmail.com

3. Education

Year	Aug 2018 - Aug 2020
Institution	University of Education, Winneba
Qualification/ Certificate	MPhil in Comm and Media Studies (Business Comm option)
Year	July 2008- Aug 2009
Institution	University of Education, Winneba
Qualification/Certificate	M.Ed. Educational Administration and Management.
Year	Aug 2001- May 2005
Institution	University of Cape Coast, Cape Coast
Qualification/Certificate	Bachelor of Edu. Pop and Family Life Education

4. Research

Technology Appropriation and Maternal Healthcare: A case study of CHPS compounds in the Effutu municipality

An Assessment of the Implementation of the Capitation Grant on Girl's Education. A case study of some selected schools in the Effutu Municipality.

The Impact of the Girl-Child Education Unit of the Ghana Education Service on Girl's Education" A case study of schools in the Mfantseman District.

5. Work Experiences

Year	Jan 2023 till date
Employer	University of Education, Winneba
Dept	University Library
Position	Chief Administrative Assistant
Year	Nov 2020
Employer	University of Education, Winneba
Dept	Centre for African Studies
Position	Chief Administrative Officer
Year	Aug 2016-Aug 2018
Employer	University of Education, Winneba
Department	Health Physical Edu, Recreation & Sports
Position	Chief Administrative Officer
Year	Jun 2010-Aug 2016
Employer	University of Education, Winneba
Department	Library
Position	Principal Administrative Assistant
Year	Feb, 2007-May, 2010
Employer	University of Education, Winneba
Department	Internal Audit
Position	Senior Administrative Assistant

Duties

- Prepare Annual Budget and Procurement Plan
- Prepare regular monthly Report
- Appraise subordinate staff
- Manage office assets register
- Manage all office files
- Manage and prepare office stationery request
- Prepare and review staff work schedule
- Organise meetings and take minutes
- Draft letters, memos and reports
- Supervise all in-coming and out-going correspondence
- Manage office imprest
- Prepare Annual Leave Roster

Year	Sept 2006-Feb 2007
Employer	Divine Grace School, Accra

Position Head, JHS/Teacher

5b. National Service

Year Nov, 2005-August, 2006
 Institution National Youth Council, Kumasi
 Position Health Educator to CBOs

5c. Teaching Internship

Year Jan-Mar 2004
 Institution Winneba Secondary School

6. Computer Literacy Proficiency in Microsoft Word, Excel, Power point

7. Positions Held

- Member of CODEO Effutu Constituency for 2020 Elections, 2020
- District Assembly Elections (Presiding Officer of Electoral Commission, Effutu Constituency), 2019
- General Secretary, Ghana Red Cross Society, UEW Chapter, 2016- 2017
- Secretary, Committee for the Launch of the UEW Online Library Catalogue (WINNOPAC), 2013
- Member, UEW Retirees Committee, 2013
- Council Member, Federation of Universities Senior Staff Associations (FUSSAG), 2012-2016
- Member, Planning Team for Multi –Sectorial HIV/AIDS Project (M-SHAP) by Ghana Aids Commission, Kumasi Metropolitan Assembly, 2005-2006
- President, Winneba Secondary School Old Students Association. (WOSA)U.C.C, 2004-2005
- Vice-Chairman, Students Representative Council (Project Committee) U.C.C, 2003-2004
- Member, Finance and Publicity Committee, Population and Family Life Education Students Association, UCC,2002-2003
- Member, Students Representative Council-Welfare Committee, 2002-2003

8. Seminars/Workshop/Congresses Attended

- Training on Election Observation by Coalition of Domestic Election Observers (CODEO), 2020
- Training of Electoral Officers for 2019 District Assembly Elections, Church of Latter Day Saint, Winneba, 2019
- 1st Biennial Congress of the Federation of University Senior Staff Associations, Radach Hotel Tamale,2012

- 2nd Biennial Congress of the Federation of University Senior Staff Associations, Great Hall, University Ghana, Legon, 2014
- Research and Report Writing, UEW, Winneba 11th -19th February, 2009
- Gender and Budgeting, J.N Aryeetey Auditorium, U.E.W, Winneba 2nd May, 2008
- Training on Enhancing Internal Auditing Skills and Risk Management. U.E.W, 8th -12th August, 2008
- 3rd Biennial Congress of the Committee of Internal Auditors Universities in Ghana, Cape Coast 10th-12 July, 2007
- Forum for People Living with HIV/AIDS, Kumasi Metropolitan Assembly, 19th January, 2006
- Ministry of Man-Power Youth and Employment Workshop on HIV/AIDS and Its Current Trends, Hotel De-jets Sunyani. 3-5 November, 2005
- Workshop on Women and Governance, organized by U.N.D.P, Miklin Hotel, Kumasi, 2005

9. Professional Qualities

- Respect for diversity
- Drive/ Proactive
- Initiative and attention to details
- Respect for time
- Goal oriented
- Communication
- Team work
- Resource management

10. Hobby Gardening

11. Referees

Ms. Agatha Gifty Larson
Ag. University Librarian
UEW
Winneba

Dr. David Zuure
Head, Centre for African Studies
UEW
Winneba
Tel: 0243557903

Dr. Shaibu Munkaila
Head, HPERS

UEW
Winneba
Tel: 0244091826

Signature:
2023

Date: 8th February,