

CURRICULUM VITAE

NAME : VICTORIA ASANTEWAA BAIDEN
ADDRESS : P.O. BOX 25, LEGAL SERVICES, UNI.OF EDU., WINNEBA
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LANGUAGE : ENGLISH
NATIONALITY : GHANAIAN

EDUCATIONAL BACKGROUND

September, 2018 to 2022 Chartered Institute of Human Resource Management Practitioners, **Associate Chartered Human Resource Practitioner.**

September, 2019 to April 2021 University of Education, Winneba, **Master of Business Administration.**

September, 2013 to July, 2017, University of Education, Winneba. **Bachelor of Business Administration (Human Resource Management)**

September, 2008 to May, 2012, Ghanata Senior High School, Dodowa. **WASSCE.**

WORKING/PROFESSIONAL EXPERIENCE

1. July, 2018 to date, Legal Services Office, **University of Education, Winneba.**

Senior Administrative Assistant

- ✓ Filling documents.
- ✓ Opening new folders.
- ✓ Receiving official letters from various departments directed to our section. And typing the response to these letters.
- ✓ Keeping records of relevant documents that comes to our possession.
- ✓ Dispatch letters to various departments.
- ✓ Completing all administrative tasks and updating records.
- ✓ Going to Court with my bosses.

2. September, 2017 to July, 2018. Maintenance Section, **University of Education, Winneba**

Administrative Secretary

- ✓ Filling documents.
- ✓ Opening new folders.
- ✓ Receiving official letters from various departments directed to our section.
And typing the response to these letters.
- ✓ Keeping records of relevant documents that comes to our possession.
- ✓ Dispatch letters to various departments.
- ✓ Completing all administrative tasks and updating records.

3. August, 2017 to March, 2018. **Prudential Life Insurance Company**

Sales Agent

- ✓ Selling the company's products to prospective clients.
4. September, 2016 to December, 2016. **Donewell Insurance Company Limited as an Intern.**

Client Relations Officer

- ✓ Clerical duties.
 - ✓ Attend to customers when they come to make enquiries.
 - ✓ Sell the products of the company to clients.
5. May, 2014 to September, 2014. **Donewell Insurance Company Limited on attachment as a;**

Claims Relations Officer

- ✓ Completing all administrative tasks and updating records.
- ✓ Keeping records of relevant documents that comes to our possession.
- ✓ Receiving official letters of the company directed to our department and typing the response to these letters.
- ✓ Filling documents.
- ✓ Opening new folders.

CAPABILITIES

- ✓ Excellent human skills.
- ✓ Excellent organisational skills.
- ✓ Articulate and proficient in the English language.
- ✓ Good communication skills.
- ✓ Excellent research skills and report writing.
- ✓ Computer knowledge in Ms Word, Ms PowerPoint and Ms Excel.
- ✓ Accuracy with speed when delivering duties.

- ✓ Demonstrate initiative and innovation.

PERSONAL

- ✓ Working independently with a high degree of initiative.
- ✓ Planning and managing own time efforts to ensure optimum effectiveness while working to high standards of quality.
- ✓ Contributing ideas to a team to ensure that goals and targets are achieved
- ✓ Always ready to learn and acquire skills to improve upon work output

LEADERSHIP EXPERIENCE

- ✓ National Service Personnel Association, Effutu Municipal
General Secretary 2017 – 2018
- ✓ National Service Personnel Association, Central Region
Disciplinary Committee member 2017-2018
- ✓ IMCS Pax Romana (Holy Spirit Catholic Church, UEW)
Assistant Financial Secretary 2015 – 2016
- ✓ ITI-Catholic Charismatic Renewal (Holy Spirit Catholic Church, UEW)
Treasurer 2015 – 2016
- ✓ IMCS Pax Romana (Holy Spirit Catholic Church, UEW)
Assistant Financial Secretary 2014 – 2015
- ✓ Ghanata Senior High School, Dodowa
Protocol Prefect (Head) 2010 – 2011

SEMINAR AND TRAINING PROGRAMMES ATTENDED

- ✓ Developing Presentation skills organised by Business Administration Students Association on **5th October, 2013.**
- ✓ The School of Success and Wisdom Seminar organised by Human Capital International on the **30th November, 2013.**
- ✓ Leadership and Excellence Workshop organized by Business Administration Students Association of the University of Education, Winneba and Certified by ACCA Ghana on the **25th October, 2014.**
- ✓ Time management workshop at Holy Spirit Catholic Church, UEW on **26th September, 2015.**

- ✓ Leadership seminar at Holy Spirit Catholic Church, UEW organised by the Chaplaincy on **2nd April, 2016.**

REFEREES

1. Dr. Bernard B. Bingab
Lecturer, School of Business
University of Education, Winneba
P. O. Box 25, Winneba
Mobile Number: (+233)504230425
2. Robert Twene, Esq.
Assistant Registrar, Legal Services Office
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3. Mr. Emmanuel Agyin-Birikorang
Senior Assistant Registrar
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CERTIFICATION

I, the Undersigned, certify to the best of my knowledge and belief that, these data correctly describe me, my qualification and my experience.

Signature: 

Date: 16/02/24

Date: 15th February, 2024

Ms. Victoria Asantewaa Adjei
Department of Early Childhood
University of Education, Winneba
Winneba

Dear Sir/Madam,

APPLICATION FOR A POSITION OF A RETURNING OFFICER

I humbly wish to apply for the position of a Returning Officer of the upcoming recruitment of the temporary electoral officials.

I hold a Masters of Business of Administration in Human Resource Management (HRM) and an Associate Chartered Human Resource Practitioner at the Chartered Institute of Human Resource Practitioners (CIHRMP).

I wish to work in the Central Region, Effutu Municipality specifically.

I hereby enclose with this application my curriculum Vitae.

I hope for a favorable response to my application.

Thank you.

Yours faithfully,



Ms. Victoria Asantewaa Adjei
(Tel.No. 0243874803)