

CURRICULUM VITAE (CV)

Personal Information/Details

Name: Grace Monto Bawa
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Languages Spoken: English, Mampruli, Dagbani and Mossi

Profile

Am competent, motivated and enthusiastic person with great experience working as part of a team in a competitive working environment. Well organized and proactive in providing timely, efficient and accurate administrative support to senior officers, clients and colleague staff. I am approachable, sociable and able to establish good working relationship with a range of different people. Proven ability to generate innovative ideas and solutions to problems.

Career Objectives

I aspire to be part of a hardworking and challenging team, achieving great legacies, setting good records worthy of emulation and working towards attainment of the organization vision, mission and objectives through passion for excellence.

Academic Qualifications

MPhil Social Administration

University for Development Studies, Ghana – Wa (2016-2019)

Business Administration (Human Resource Management)

Kwame Nkrumah University of Science and Technology, Ghana – Kumasi (2012-2015)

Higher National Diploma

Bolgatanga Polytechnic, Ghana – Bolgatanga (2007-2010)

Working Experience

October-December, 2020: Acted as the Faculty Officer in the Graduate School during the period the Senior Assistant Registrar (Faculty Officer) was transferred and his successor had not yet reported.

Responsibilities

- Working on general matters including accessing the Graduate School emails on daily basis and also supervises the other staff on behalf of the Senior Assistant Registrar
- Acting on mails from the Dean to the appropriate quarters
- Drafting of mails on behalf of the Dean
- Taking of minutes during Graduate Handbook Revision Committee Meetings
- Drafting of letters to appointed internal and external examiners for student's thesis on behalf of the Dean.

2020-to-Date (Principal Administrative Assistant)

- Working on general matters including accessing the Graduate School emails on daily basis and also supervises the other staff on behalf of the Senior Assistant Registrar
- Liaising up with Graduate Coordinators on students' provisional results
- Drafting of extension of programme and attestation letters to candidates on request on behalf of the Senior Assistant Registrar
- Drafting of letters to appointed internal examiners of student's thesis on behalf of the Senior Assistant Registrar
- Taking of minutes during Graduate Board Meetings, City Campus Management Meeting etc on behalf of the Senior Assistant Registrar
- Receiving and welcoming of visitors, responding to phone calls with regards to admission related issues of potential applicants.

2018-2020 (Senior Administrative Assistant)

- Taking of minutes during graduate board meeting, committee meetings
- Responding to inquiries on Graduate School emails
- Maintaining a database on Graduate Programmes
- Drafting of letters to appointed internal and external examiners for student's thesis on behalf of Senior Assistant Registrar
- Assisted in receiving and dispatching of letters and thesis to their respective destination both manually and electronically leading to adherence on timelines and deadlines.
- Received and welcomed visitors, responded to phone calls with regards admission related issues of potential applicants
- Supported in analysing data for correct and adequate filing of the Graduate School.

2016 March (Senior Administrative Assistant)

- Receiving and dispatching of mails of DAPQA
- Drafting of letters and memos on behalf of the Senior Assistant Registrar
- Typing and analysing assessment forms of lecturers in the various campuses
- Monitoring and supervising teaching and learning/exams in the various campuses

2010-2016 (Administrative Assistant)

- Taking down records of graduands at the Alumni Office
- Serving of souvenirs running of copies of certificates to graduands

2009-2010

- Receiving and dispatching of mail at the Main Registry
- Receiving of visitors and running of photocopies of documents

1999-2008 (Typist Grade I)

- Front desk secretary to Department of Horticulture
- Typing of lecture notes and exams questions
- Typing of letters and memos
- Receiving and dispatching of mails

IT Skills

Proficient in Microsoft Office packages such as word, excel, power point presentation and proficient in the use of internet.

Language Proficiency

- English Language – Very good, both written and spoken
- Mampruli- Good, both written and spoken
- Mossi – Good, only spoken
- Dagbani- Good, both written and spoken

Hobbies

- Reading
- Listening to news and music
- Singing and dancing

Referees

Ing Prof. Felix Kofi Abagale

Pro-Vice Chancellor

University for Development Studies

Tamale

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Prof. Elias N. K. Sowley

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