

**BERNARD ANOKYE**

***c/o DR ANTHONY K. EDUSEI,  
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**PERSONAL PROFILE**

A hardworking, dedicated, and result-oriented person. I am an extremely fit and active person who has a great deal of experience in the field of work, with good organizational and motivational skills, and always striving to improve myself.

I am open for learning and development and believe that I would embrace the challenges that the role of this institution has to offer. I am a motivated, loyal, and an ambitious person with the ability to work both within a team and also unsupervised.

Place of Birth:	Bekwai - Ashanti
Nationality:	Ghanaian
Languages Spoken:	Asante Twi, and English
Marital Status:	Single

**OBJECTIVE**

To work with a dynamic progressive organization that offers a challenging working environment where one can utilize energies and competence in a positive direction and contribute towards the overall objectives of the institution/organization.

**EDUCATION**

September 2015 – June 2019

Kwame Nkrumah University of Science and Technology, Kumasi	BA. AKAN
Bachelor of Arts (Akan)	(with sociology as a minor)
Second Class Honours.	

2007 – 2011

Kumasi Senior High School, Gyinyase – Kumasi	WASSCE
General Arts.	

2004 - 2007

St. Paul's R/C Junior High School, Amakom – Kumasi  
Basic Education Certificate Examination.

BECE

## **WORK EXPERIENCE**

### **A. INTERNSHIPS**

- i. June 2017 – September 2017  
Otec FM, Kumasi.

#### **Tasks:**

1. Assisted with news editing and making calls for scheduled meeting hours.
2. Acquired skills in public relations/public speaking and good writing skills.

- ii. June 2018 – September 2018  
High Court, Commercial Division  
Kumasi, Ashanti Region.

#### **Tasks:**

1. Court Interpreter
2. Recording of cases as and when they were heard.
3. Organized/arranged court's dockets.

### **B. NATIONAL SERVICE**

September 2019 –August 2020

Driver and Vehicle Licensing Authority  
Regional office, Accra.

#### **Tasks:**

1. Assisted in client service work at the Premium Service center 37 DVLA
2. Data analysts/recording.
3. Public Relations
4. Dockets management.

## **RELEVANT SKILLS**

- Organizational, interpersonal, managerial, and planning skills
- Ability to provide optimal customer service.
- Strong written and communication skills
- Strategic thinking and creative problem solving.

- Ability to work independently and as part of a team
- Proficient in managing time to finish tasks on time.
- Capable of accomplishing tasks under little or no supervision.
- Generally, an idealist in dealing with multitasking at hand.
- Proofreading skills
- Computer literate and proficient with Microsoft Word, Excel, PowerPoint, Publisher, and the Internet.

### **HOBBIES AND INTERESTS**

- Writing
- Reading
- Listening to music.

### **REFERENCES**

His Lordship, Justice Kofi Akrowiah,  
High Court Judge, Commercial Division/  
Ashanti Regional Supervising Justice,  
Kumasi – Ashanti Region.  
0266604593 / 0553243845.

Prof. Anthony Kwaku Edusei,  
Associate Professor,  
Department of Community Health,  
SMS KNUST – Kumasi.  
0244709687.