

CURRICULUM VITAE

OHENE-DARKO JOSHUA EMMANUEL, MR

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FOUR MAIN AREAS OF COMPETENCE

- HR Training and Development
- Business Development Support
- Social Media and Google Apps for Business
- CSR Development

SUMMARY

Ohene-Darko Joshua Emmanuel in 2014 worked with the Fidelity Bank Ghana Limited, Kumasi, in the Agency Banking Department where he was part of the team working on the Fidelity Smart Account also known as the Agency Banking.

Ohene-Darko within a short term with Fidelity Bank Agency Department (Smart Account) submitted a couple of proposals to augment and develop the Agency Banking product and department.

One of such insightful proposal was a system and way for customers to make deposits into their account without physically moving into the banking hall or agency point to make deposit or the bank employing mobile collectors.

Before working at Fidelity Bank, Ohene-Darko offered versatile administrative and management skills to companies and industries and he is proficient in Microsoft Office programs, Managing Social Media for Business growth and Google Application for Business and Educational Institutions.

He is a strong planner and problem solver who readily adapts to change, enjoys teamwork to meet deadlines and expectations, and to excite superiors and clientele.

Ohene-Darko has participated in several training programs and has honored several speaking engagements at seminars and training programs.

*In March 2011, Ohene-Darko Joshua Emmanuel was nominated for the Waves International (in collaboration with KAMPAC International PLC) Youth Excellence Award 2011 in the category of the **Youth Ambassador** for Ghana.*

EDUCATION

Currently: Pursuing Bachelor of Technology in Entrepreneurship and Finance (BTech)

2012, Advance Learning Interactive System Online (ALISON)

- Certified: **Google Blogger** (Certificate Ref. Number: AC-324-1019360)
- Certified: **WordPress** - Blogging on the web (Certificate Reference Number: AC-263-1019360)
- Certified: Using **Twitter** for Social Networking (Certificate Reference Number: AC-275-1019360)
- Certified: How to Communicate using **Skype** (Certificate Ref. Reference Number: AC-249-1019360)

2007 - 2010; Institute of Entrepreneurship and Enterprise Development, IEED (Kumasi Polytechnic)

HND in Entrepreneurship and Finance

Key modules include Managing Business Growth and Expansion, Consulting for Small Scale Businesses, New Venture Creation, Business Communication and Global Business.

Corporate Skills:

My strong corporate skills are not limited to Office Management, Records Management, Calendaring, Clientele Management, Corporate Executive Support and Event Management for Corporate Social Responsibilities.

WORKING EXPERIENCE

1. **Freelance Consultant**

- Google Applications for Education and Business
- Advertising on Google, Facebook, Yahoo and Blogs
- Websites and Social Media page updates
- Honouring Speaking appointments

2. **Fidelity Bank Ghana Limited**, Suame Office, 2014
SMART Account Department

- Sales and Marketing the SMART Account Product

3. **Hapaweb Solutions (Google Sales Agent, Ghana), 2013 - 2014**

- Sales and Marketing Support
- Supported after Sales Training and Support
- Supports Management and Administration of Clients accounts and data

4. **Lord Winners Micro Finance**, Nov. 2011 - June 2013

Marketing Executive

- Marketing for new customers
- Retaining and winning back lost customers
- Supervisory head for Mobile Bankers

Credit Officer

- Loans location, processing, report and recovery

Administration Department

- General Administrative duties and supporting other departments
- ICT and Technical Support

5. **National Board for Small Scale Industries/Business Advisory Centre (NBSSI/BAC)**, EjisuJuaben, 2010 - 2011 **(National Service)**

- As the assistant to the Municipal Business Advisory Head, I coordinated travel arrangements, maintained database and ensured the delivery of premium training services to micro entrepreneurs within the municipality.
- Remarkable qualities exhibited include, professional attitude, flexibility and high-quality of work.

LEADERSHIP EXPERIENCES:

- ❖ Social Media Head, Calvary Charismatic Centre (CCC), Kumasi, 2013 - date
- ❖ Vice Chairman, Planning Committee of the Ejisu Juaben National Service Personnel Association, 2011
- ❖ Member of the team that drafted the club constitution for the Peer Counselors and Educators of Kumasi Polytechnic, 2010
- ❖ Vice Chairman, Business and Communication Committee of the Kumasi Polytechnic SRC, 2009 - 2010
- ❖ President, All Believers Gathering, Kumasi Polytechnic, 2008 - 2009
- ❖ Vice President, Ashanti Hall Christian Fellowship, Kumasi Polytechnic, 2008 - 2009
- ❖ P.R.O. of Peer Counselors and Educators, Kumasi Polytechnic, 2008 - 2009
- ❖ Club Coordinator of WAVES International, Kumasi Polytechnic, 2008 - 2009
- ❖ Secretary, Editorial Board of the Kumasi Polytechnic SRC, 2008 - 2009

HOBBIES

Ohene-Darko Joshua Emmanuel interests and hobbies include home management, listening to audios, watching videos and updating social media pages.

REFEREES:

Available upon request