



## Bernard Oduro-Amankwaah

**Nationality:** Ghanaian 📞 (+233) 204443167 **Date of birth:** 03/10/1990

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**Address:** Spiritan University College P. O. Box 111, Ejisu-Ashanti, Ghana, 00233  
Kumasi (Ghana)

### EDUCATION AND TRAINING

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#### Bachelor of Arts (Hons) Philosophy and Social Sciences

*Spiritan University College* [ 23/08/2017 – 14/07/2020 ]

Address: P. O. Box 111 Ejisu-Ashanti, Kumasi (Ghana)

[www.suc.edu.gh](http://www.suc.edu.gh)

Final grade : First Class Honours (75.91)

Thesis: The Philosophy of Taxation and Tax Exemptions: A Case Study of the Churches in Ghana

#### Bachelor of Science

*Spiritan University College* [ 23/08/2012 – 19/05/2016 ]

Address: P. O. Box 111 Ejisu-Ashanti, 00233 Kumasi (Ghana)

Final grade : First Class Honours (76.97)

Thesis: Accounting Practices Among SMEs in Ghana: Case Study of Ejisu Municipality

#### West African Senior School Certificate Examination (WASSCE)

*St. Mary Boys' Secondary School* [ 02/10/2005 – 20/05/2008 ]

Address: P. O. Box 279 Takoradi, (Ghana)

### WORK EXPERIENCE

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#### Administrative Officer

*Spiritan University College* [ 02/08/2020 – Current ]

City: Ejisu-Kumasi

Country: Ghana

- Oversee the effective running of the University Registry and its supporting units.
- Effectively manage the Registrar's calendar on a priority basis, including coordinating complex and shifting schedules to facilitate meetings.
- Produce a comprehensive programme of internal and external events in the university for staff, students and other stakeholders. This includes graduation and matriculation ceremonies, Orientation Days, conferences, and seminar series.
- Coordinate a network of colleagues, alumni, and students involved in communications and events across the university.
- Conduct database, literature, and web searches to find references and articles used for a variety of documents, reports, and publications.
- Serve as secretary and recorder for several committees and governing council meetings.
- Orient new staff and students on college policies and students' ethics.
- Coordinate admissions.

- Supervise and respond to all the general and internal/external clerical correspondence, and administrative issues on behalf of the Registrar.
- Analyse lecturers' assessment data for use by the Quality Assurance Director.
- Make sure each lecturer receives feedback from the assessment made on a course.
- Update and maintain confidential files and records.

### **Farm manager**

**Owusu Asante Farms** [ 01/06/2008 – 30/07/2019 ]

City: Sefwi-Wiawso

Country: Ghana

- Kept daily records of crops and animals sold.
- Supervised farmers and paid their daily wages.
- Researched on new crops and animal breeds needed for the farm.

## **VOLUNTEERING**

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### **Subah Infosolutions Gh LTD - (Sitenprec Project)**

[ Ejisu, Ghana, 01/06/2013 – 29/07/2020 ]

#### **Assistant Administrator/IT Instructor**

- Took an active part in the planning of various youth development projects.
- Provided input for budget development and procurement plans for the project.
- Built a finely tuned office system from scratch, fostering a collaborative environment that improved productivity, individual accountability, and team morale.
- Played a key role in hiring facilitators for various ICT and entrepreneurial programs with due diligence, reducing the cost of training by 35%.
- Engineered computerized accounting systems, increasing audit and reporting efficiency completely.
- Trained more than 1,700 project participants in Microsoft Suites, Data analysis software and basic bookkeeping practices.

### **Josephites of St. Leonard Murialdo (ENGIM Project)**

[ Makeni, Sierra Leone, 26/07/2016 – 19/07/2017 ]

#### **Project Assistant**

I volunteered to work for a religious congregation (NGO) dedicated to the service of the poorest and abandoned youth in the world. I helped in the promotion and training of 35 youths in climate-smart agriculture for them to have a source of livelihood in order to eradicate poverty and reduce agricultural greenhouse gas emissions in the atmosphere.

## **PUBLICATIONS**

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### **Philosophy of Taxation and Tax Exemptions of the Churches in the Ejisu Municipality of Ghana**

[2021]

<http://dx.doi.org/10.24940/ijird/2021/v10/i2/FEB21003>

International Journal of Innovative Research & Development: February Issue, 2021 (Vol 10 Issue 2)

### **What Do You See As The Root Causes of Migration? How Can These Be Addressed?**

[2019]

<https://suc-src.blogspot.com/2019/11/what-do-you-see-as-root-causes-of.html>

## **Re-Evaluation of Agricultural Practices for Economic Growth.**

[2015]

Spiritans Insight Magazine, Economic Development of Africa: The Role Of Private Sector, vol. 16, May

## **ACADEMIC CONTRIBUTIONS**

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### **Paper Presentation**

"The Philosophical Contribution of Wilhelm Anton Amo on the Development of Africa Philosophical Thoughts." *Phi Iosophy Students` Week Celebration*, Spiritan University College, Ejisu-Ghana, October 2020

### **Philosophy Seminar**

"The need for Climate Justice Education in Ghana." **Department of Philosophy** – Spiritan University College, Ejisu-Ghana, January 2020

## **INSTRUCTIONAL EXPERIENCE**

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### **Spiritan University College –Teaching Assistant**

#### **Courses Handled:**

- Audit and Assurance I, August 2021–December 2021
- Accounting Information System, August 2021 – December 2021
- Computerised Accounting, January 2022 - April 2022
- ICT in Business, January 2022–April 2022

### **Subah Infosolutions Gh. Ltd (Sitenprect Project), Ejisu**

**Courses Handled:** Microsoft Office Suite/SPSS/QuickBooks/Tally, June 2013 – July 2020

### **Ejisu R/C Primary School (National Service Scheme)**

**Course Handled:** Information Communication Technology, September 2018 – July 2019

## **CONFERENCES AND SEMINARS**

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### **Moroccan Institute of Advanced Studies & Metropolis International**

[ Online, 11/05/2021 ]

Theme: *African Migration: the making of the 'responsible migrant'*

### **Moroccan Institute of Advanced Studies & Metropolis International**

[ Online, 27/04/2021 ]

Theme: *African Migration: dreams and trajectories*

### **AMENET Training & Dialogue Session on "Climate Change and Governance: general trends and Africa Countries."**

[ University of Ghana, Legon-Ghana, 27/04/2021 – 28/04/2021 ]

### **UCAD-AMENET Symposium**

[ University of Dakar, Senegal, Online, 22/03/2021 ]

Theme: *Transformation of Agriculture: The Experiences of Africa and the European Union*

### **Third International Conference on Regional Integration of AMENET**

[ University of Ghana, Legon-Ghana, Online, 21/02/2021 – 22/02/2021 ]

Theme: *Enhancing sustainable development and regional integration through effective and efficient resource exploitation and mobilisation in Africa, Mediterranean and European Union post Covid-19.*

### **Africa, Mediterranean, and Europe Jean Monnet Network (AMENET) Lectures on Development Economics**

[ Universidad Autonoma de Madrid, Online, 17/02/2021 – 16/03/2021 ]

### **Third International Conference on Poverty Management**

[ Spiritan University College, Ejisu-Ghana, 25/10/2017 – 26/10/2017 ]

Theme: *Water, poverty, and development nexus to break the vicious cycle of poverty.*

### **First International Conference on Poverty Management -**

[ Spiritan University College, Ejisu-Ghana, 21/10/2015 – 22/10/2015 ]

Theme: *Thinking and acting to break the vicious cycle of poverty.*

### **The Young African Leaders Initiative (YALI Network Certificates)**

[ Fundamentals of Starting and Running a Business , 06/08/2020 ]

### **The Young African Leaders Initiative (YALI Network Certificates)**

[ Responsible Leadership on Transparency and Good Governance , 09/02/2020 ]

### **The Young African Leaders Initiative (YALI Network Certificates)**

[ Agripreneurship: A path to the Future , 09/02/2020 ]

### **The Young African Leaders Initiative (YALI Network Certificates)**

[ Community Organizing for Action , 24/08/2015 ]

### **The Young African Leaders Initiative (YALI Network Certificates)**

[ Creating and Maintaining Social Enterprises , 24/08/2015 ]

### **The Young African Leaders Initiative (YALI Network Certificates)**

[ Workforce Collaboration and Development , 07/06/2015 ]

### **The Young African Leaders Initiative (YALI Network Certificates)**

[ Strategies for Personal Growth and Development , 07/06/2015 ]

### **The Young African Leaders Initiative (YALI Network Certificates)**

[ Management Strategies for People and Resources, 07/06/2015 ]

## **HONOURS AND AWARDS**

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### **Citation of Honour**

Spiritan University College, Ejisu-Ghana [ 14/10/2016 ]

### **Best Graduate Award**

Spiritan University College, Ejisu-Ghana [ 21/10/2016 ]

Second Prize

### **Best Accounting Graduate**

Department of Accounting & Finance, Spiritan University College, Ejisu-Ghana [ 21/10/2016 ]

First Prize

### **Best Research Work**

Spiritan University College, Ejisu-Ghana [ 21/10/2016 ]

First Prize

### **Best School of Business Graduate**

School of Business, Spiritan University College, Ejisu-Ghana [ 21/10/2016 ]

Second Prize

### **St. Leonard Murialdo Scholarship**

Josephites of St. Leonard Murialdo – Province of Africa. [ 23/08/2017 ]

Awarded a three-year scholarship to study Philosophy and Social Sciences

### **Best Research Work**

Spiritan University College, Ejisu-Ghana [ 20/11/2020 ]

First Prize

## **SOCIAL AND POLITICAL ACTIVITIES**

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### **Green & Clean Foundation, Kumasi-Ghana**

**Co-Founder**, Green & Clean Foundation advocates for environmental cleanliness within Kumasi Metropolis:  
February 2019

### **Spiritan University College Alumni Association**

**Electoral Commissioner: 2019-Present**

### **Spiritan University College, Ejisu-Ghana**

**Secretary**, INCOPOMA (Poverty Conference) Committee: *April 2020 - Present*

**Coordinator**, Undergraduate admissions: *August 2020 - Present*

**Coordinator**, Admissions Promotion Team: *August 2020- Present*

**Secretary**, Staff Appointments and Promotions Committee: *August 2020- Present*

**Data Analyst**, Quality Assurance Unit: *September 2020 - Present*

**Representative of non-teaching staff**, Governing Council Board: *February 2020 - Present*

**Captain**, Volleyball Team: *2013-2016, 2017-2020*

**Student Ambassador**: *2014-2016, 2017-2020*

**Co-Founder**, University College Mass: *September 2015*

**Secretary**, Silver Jubilee Planning Committee: *2015/2016*

**Member**, Strategic Planning Committee: *2014/2015*

**Students` Representative Council (SRC) President**: *2015/2016*

**Students` Representative Council (SRC) Finance Officer**: *2014/2015*

## Saint Joseph The Worker Catholic Church, Kentinkrono-Kumasi

- **Assistant Chaplain**, Parish Youth Council: June 2019 - Present
- **Coordinator**, Covid-19 Response Team: July 2020 - Present
- **Patron**, Knights and Ladies of the Altar, August 2019- Present
- **Organiser**, Programmes Committee: April 2021 -Present
- **Coordinator**, Legion of Mary: April 2022 - Present

## National Union of Ghanaian Students (NUGs)

**Senator**, 2015/2016 Academic Year

## University Students` Association of Ghana (USAG)

**Senator**, 2015/2016 Academic Year

## Private University Students` Association of Ghana (PUSAG)

**Senator**, 2015/2016 Academic Year

## Electoral Commission of Ghana, Ejisu Municipal

Data Entry Clerk: May-June 2012

Election Verification Officer: December 2012

## HOBBIES AND INTERESTS

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Reading, Researching, Travelling, Listening to Music, Teaching, Playing Volleyball, and Philosophising.

## RECOMMENDATIONS

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### Provincial Superior

Name: Very Rev. Fr. Raphael Annan

Phone number: (+233) 208264227

Email: [spititansghprov@yahoo.com](mailto:spititansghprov@yahoo.com)

Congregation of the Holy Spirit, Province of Ghana, Box AF 323, Adenta-Accra, Ghana

### Registrar

Name: Rev. Fr. Ugochukwu Okoye, CSSp.

Phone number: (+233) 506193607

Email: [registrar@suc.edu.gh](mailto:registrar@suc.edu.gh)

Spiritan University College, Box 111, Ejisu-Ashanti, Ghana

### Vice Rector, Mission

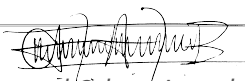
Name: Rev. Fr. Dr. Anthony Afaako, CSSp.

Phone number: (+233) 240854719

Email: [afaako@suc.edu.gh](mailto:afaako@suc.edu.gh)

Spiritan University College, Box 111, Ejisu-Ashanti.

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Bernard Oduro-Amankwaah

Ejisu, 25/07/2022