

# **CURRICULUM VITAE: Albert Arthur**

## **A. Personal Data**

Family Name: Arthur

First Name(s): Albert

Date of Birth (DD/MM/YYYY): 15th April 1986

Marital Status: Married

Nationality: Ghanaian

Contact Number(s): 0245139920

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Postal Address: Box EF 112 Effia-Kuma, Takoradi

## **B. Professional Experience**

### **Head of Administration Unit Sefwi Wiawso Municipal Assembly**

*Period: 2023 – Present*

#### **Job Summary**

Supporting the efficient and effective functioning of the local government services at the municipal level. This role involves assisting in administrative tasks, coordinating office operations, and providing essential support to senior management and other departments within the Municipal Assembly.

#### **Key Responsibilities:**

1. Office Administration:
  - Manage daily office operations, including maintaining office supplies, equipment, and facilities.
  - Organize and schedule meetings, appointments, and events for municipal officials and staff.
2. Document Management:
  - Maintain accurate records, files, and databases related to municipal projects, finances, and personnel.
  - Assist in preparing, editing, and distributing official documents, reports, and correspondence.
3. Communication and Coordination:

- Serve as a point of contact for internal and external stakeholders, responding to inquiries and providing information as needed.
  - Coordinate communications between different departments, ensuring timely and accurate dissemination of information.
4. Financial and Budget Support:
- Assist in budget preparation, monitoring expenditures, and reconciling financial records.
  - Process invoices, purchase orders, and other financial transactions in compliance with municipal policies and procedures.
5. Project Support:
- Assist in the planning, implementation, and monitoring of municipal projects and initiatives.
  - Collaborate with project teams to ensure smooth execution and timely completion of projects.

**Head of Administrative Unit | Juaboso District Assembly | Western North | 2022 -2023**

- Streamlined administrative processes, resulting in a 20% increase in efficiency measured by reduced turnaround times for key departmental tasks.
- Successfully implemented a new document management system that improved departmental organization and data accessibility by 30%.
- Provided strong leadership and mentorship to a team of 5 administrative staff, fostering a collaborative and high-performing work environment.

**Assistant Director I | Sefwi Akontombra District Assembly | Western North | 2017 - 2021**

- Led the compilation and drafting of quarterly and annual Administrative Reports, ensuring timely and accurate submission to the District Chief Executive.
- Achieved a 95% success rate in meeting departmental deadlines for reports and correspondence.
- Played a key role in coordinating the organization of Assembly meetings (subcommittees, Exco, General Assembly, and Management), ensuring smooth operation and effective communication.

**Assistant Director II | Sefwi Akontombra District Assembly | Western North | 2013-2017**

- Drafted speeches and correspondences for the District Chief Executive, effectively communicating complex information to a variety of audiences.

- Provided exceptional administrative support, ensuring the smooth operation of the department.

### **C. Education**

- University of Ghana, Legon (September 2006 - May 2010) - Bachelor of Arts in Political Science

### **4. Language Skills**

- English (Perfect - Speaking, Reading, Writing)
- Ahanta (Mother Tongue - Average - Speaking, Reading, Writing)
- Fanti (Perfect - Speaking, Reading, Writing)