

# Ebenezer Acheampong Baffoe

**Date of birth:** 09/23/1994 | **Place of birth:** Kumasi, Ghana | **Nationality:** Ghanaian | **Gender:** Male | **Phone number:**

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## EDUCATION AND TRAINING

09/02/2024 – 06/30/2026 Nizhny Novgorod, Russia  
**MSC BUSINESS DEVELOPMENT** Higher School of Economics

**Website** [www.hse.ru](http://www.hse.ru)

09/01/2017 – 08/31/2021 Kumasi, Ghana  
**BSC REAL ESTATE** Kwame Nkrumah University of Science and Technology

**Website** [www.knust.edu.gh](http://www.knust.edu.gh)

09/01/2009 – 05/30/2013 Kumasi, Ghana  
**WEST AFRICAN SENIOR SCHOOL CERTIFICATE EXAMINATION** Asanteman Senior High School

**Website** <http://asantemanschool.edu.gh> | **Field of study** Accounting and taxation

## WORK EXPERIENCE

**WAREHOUSE WORKER – X5** – 03/12/2025 – 09/13/2025 – NIZHNY NOVGOROD, RUSSIA

- Prepared workspaces and common areas for daily operations by staff and members
- Reported damages, faults, or maintenance issues to supervisors
- Followed supervisor instructions and completed tasks efficiently

**WAREHOUSE ORDER PICKER – OZON** – 09/03/2024 – 02/06/2025 – NIZHNY NOVGOROD, RUSSIA

- Followed system instructions to ensure correct product selection and quantities using the terminal scanner device
- Reduced picking errors by ensuring real-time validation through the terminal scanner device
- Assisted with sorting, shelving, and replenishment of goods at the warehouse

**ADMINISTRATIVE ASSISTANT – GHANA IMMIGRATION SERVICE** – 12/16/2023 – 08/27/2024 – KUMASI, GHANA

- Provided day to day administrative assistance to senior officers and departments
- Responded to routine inquiries from the general public and other agencies
- Ran major errands for senior officers on duty

**MARKETING ASSISTANT – QUALITY CONTROL COMPANY-COCOBOD** – 11/01/2021 – 09/30/2022 – KUMASI, GHANA

- Prepared marketing reports, briefs, and presentations for management
- Ran major errands for the marketing department and senior staffs
- Worked closely with quality control teams involved in inspection, grading, and certification of cocoa
- Helped communicate quality standards that make Ghana cocoa premium on global markets to cocoa buying agencies

**SECONDARY SCHOOL TEACHER – SIDWELL SCHOOL GHANA** – 02/01/2017 – 08/31/2020 – KUMASI, GHANA

- Prepared and administered tests, quizzes, and examination for students
- Provided academic support and mentoring to students
- Identified students with learning difficulties and offering assistance
- Participated in extracurricular activities such as sports, clubs, and cultural events

## CONFERENCES AND SEMINARS

12/10/2024 – 12/10/2024 Nizhny Novgorod  
**Intercultural Communication; How to manage cultural misunderstanding**

Participated in the workshop to further understand how important it is to manage cultural misunderstanding for business success

04/11/2021 – 04/12/2021 Accra

### **Land bill seminar**

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Participated in a Land Bill seminar to enhance understanding of national land policies, property rights and legislative processes in Ghana

03/14/2019 – 03/15/2019 Kumasi

### **Built environment meets the industry conference**

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Participated in the Built Environment Meets the Industry program, which aims at students gaining practical insights into industry practices and professional standards.

04/14/2018 – 04/14/2018

### **Leadership Dialogue**

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Participated in the seminar organized by GThink Foundation to understand what leadership is about and how best you can lead with the presence of minister for information and the spokesperson for the president of Ghana.

02/18/2018 – 02/19/2018 Kumasi

### **Ghana Beyond Aid Seminar**

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Actively participated in Ghana Beyond Aid programs aimed at encouraging economic self-sufficiency, national development, and community empowerment.

## ● **VOLUNTEERING**

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10/10/2023 – 11/10/2023 Kumasi

### **Breast Cancer Awareness Campaign**

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Participated in a breast cancer awareness campaign to promote early detection and health education among women with more than 50 colleagues present

08/18/2022 – 08/25/2022 Kumasi

### **Community Clean up Exercise**

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Participated in a community clean-up initiative focused on improving environmental hygiene and public spaces in my community with over 300 people present

05/12/2021 – 05/17/2021 Kumasi

### **Nationwide tree planting Exercise**

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Exercise to plant over 5 million trees to save the forest and curb the erosion of our land across the regions in the country

## ● **HOBBIES AND INTERESTS**

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**Reading**

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**Researching**

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**Football**

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**Playing Video Game**

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## ● **LEADERSHIP EXPERIENCE**

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12/01/2021 – 09/30/2022

### **Coordinating Secretary | National Service Personnel Association**

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- Coordinated and managed administrative activities of the association to ensure smooth daily operations.
- Prepared, recorded, and maintained accurate minutes of meetings, correspondence, and official documents.
- Served as a communication link between executives, members, and external stakeholders.
- Assisted in planning, organizing, and executing programs, seminars, and association events.

08/01/2020 – 08/31/2021

### **President | FABESS-KNUST**

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- Served as the primary liaison between faculty students and university management, advocating for student welfare and academic excellence.
- Chaired executive and general meetings, ensuring effective decision-making and implementation of resolutions of over 60 student executive present.

- Launched the Builder's idea challenge project and organized a seminar to climax the project which had Pro Vice Chancellor (KNUST), Provost for the CoBE, Dean and Vice Dean(FoBE), Deputy Minister for Finance of Ghana, CEO for Students Loan Trust Fund, CEO for Broll Ghana and Media Personality gracing the occasion in 2021 with over 600 students in attendance
- Managed faculty affairs, including conflict resolution and student engagement initiatives.
- Organized the Built environment meets the industry which had the likes of CEO of Youth Employment Agency, Executive Director of SIC, CEO for National Entrepreneurship and Innovation Program, CEO for State Housing Corporation in 2019 with over 500 students in attendance

08/01/2020 – 08/30/2021

#### **Head of faculty caucus | CABESA senate**

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Led the faculty as a representative at the college senate and ensured unity among all the other representatives at the department level.

08/01/2019 – 08/30/2020

#### **Financial Secretary | FABESS-KNUST**

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- Managed and maintained accurate financial records, including income, expenses, and account balances.
- Prepared financial reports and statements for executive meetings and general assemblies.
- Assisted in budgeting, financial planning, and monitoring of association expenditures..

08/01/2018 – 08/30/2019

#### **Member of Public relation | FABESS-KNUST**

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Ensure effective dissemination of information from the executive body to the student populace.

12/01/2017 – 08/30/2018

#### **Member of the Finance committee | Local NUGS-KNUST**

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- Assisted the head of the finance committee in carrying out the financial transaction of the association
- Assisted in the preparation of budget and presenting at the general assemble meeting

### **KEY SKILLS**

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#### **Technical skills**

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Working knowledge in the sue of Microsoft Office Suite and AutoCAD

#### **Soft Skills**

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Teamwork, Leadership, Public Speaking and Good Communication skills