PRINCE JEWU

Public sector administration and data integrity

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PROFESSIONAL PROFILE

Administrative professional with experience across Ghana's Civil Service and the private sector. My work spans HR reporting, application and document verification, institutional records, stakeholder communication, and data integrity. I hold a first-class BSc in Business Administration and am developing my next chapter in machine learning through Python learning and practical projects.

CORE COMPETENCIES

Application processing / Document verification / Data integrity / Stakeholder communication / HR information systems / Record management / Cross-agency liaison / Report writing / Cybersecurity awareness

PROFESSIONAL EXPERIENCE

Programme Officer

Ministry of Youth Development and Empowerment

March 2025 - Present

- Prepare and verify sector-wide quarterly HR strategic documents for accuracy and compliance with Civil Service reporting standards.
- Screen staff attendance data across directorates and produce structured monthly analytical reports for senior management.
- Coordinate competency-based training workshops and knowledge-sharing conferences, including logistics, communications, and participant correspondence.
- Liaise with external partners and handle sensitive HR documentation with confidentiality.

Assistant Programme Officer

Ministry of Parliamentary Affairs

April 2022 - February 2025

- Managed institutional documentation, including regulatory frameworks, vehicle registration certificates, insurance, and roadworthy records.
- Created and maintained an e-library of Civil Service regulatory material to improve institutional access to reference documents.
- Prepared quarterly and annual transport activity reports through accurate data collation and structured reporting.
- Coordinated the distribution of official certificates while maintaining a documented chain of custody.

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EARLIER PROFESSIONAL EXPERIENCE

Sales Representative

Guinness Ghana PLC

October 2020 - June 2021

- Built and maintained professional client relationships across assigned territories.
- Maintained accurate SFA database entries and submitted timely territory-level reports.

Data Analyst

Capital Vision Micro-Finance Ltd

September 2016 - November 2018

- Maintained and audited client and staff databases for accuracy and completeness.
- Generated financial reports and trend analyses to support senior management decision-making.
- Developed the customer database infrastructure to support retrieval and record integrity.

National Service Personnel - HR Unit

Korle-Bu Teaching Hospital

September 2014 - November 2015

- Researched employee activity patterns and supported maintenance of the HR Information System.
- Screened job applications, assessed qualifications, and flagged discrepancies to support candidate selection.
- Maintained filing, retrieval, and secure archiving of sensitive employee records.

EDUCATION

BSc Business Administration - Management Option - First Class Honours

Ghana Communication Technology University (GCTU) - 2020

MBA - Pending

Royal Business College UK

PROFESSIONAL CERTIFICATIONS

Cybersecurity and the Internet of Things

University System of Georgia / Coursera - 2020

Technical Support Fundamentals (Stage I)

Google / Coursera - 2020

LANGUAGE

English - Full professional proficiency, written and spoken