

PROFILE

I am an enthusiastic, self-motivated, reliable, responsible, and hardworking person seeking to gain a challenging entry-level position utilizing academic qualifications, interpersonal skills, and research skills with considerable opportunities for growth to become a vital player in an organization.

PERSONAL ATTRIBUTES

- Good Communication and interpersonal skills.
- Loyalty, Integrity and Reliability.
- Ability to work under little or no supervision.
- Initiative and self-confidence.
- Punctuality to work.
- Willingness to do extra duties.

SKILLS

- Graphic Designing
- Web Development
- Microsoft Suite
- Database Administration
- Windows App Development
- Photography And Videography
- Network Administration

EDUCATION

- Pentecost University, Sowutuom, Accra, Ghana
BSc. Information Technology
September 2019 – July 2023
- Agape Harvest Institute, Kumasi, Ghana
Web Design Certificate
April 2016 – October 2016

- Imperial College of Professional Studies, Kumasi, Ghana
ABCE Examination Certificates, Information Technology
March 2015 – February 2016
- Church of Christ Senior High School, Ejisu, Ghana
West African Secondary School Certificate Examination (WASSCE)
September 2011 – June 2014
- Twinkle Star Academy, Kumasi, Ghana
Basic Education Certificate Examination (BECE)
September 2006 – April 2009

WORKING EXPERIENCE

INSTITUTION: CSIR - Forestry Research Institute of Ghana, Fumesua, Ghana

Casual Employment

DUTIES: I worked as an IT support assistant and below are some of my duties:

- Data backups and recovery
- Infrastructure planning and upgrades.
- System Maintenance and troubleshooting
- Installation of operating systems on office machines
- Taking photographs when there are seminars and other programmes
- Assisting in giving training to other students who come for data collections.

DATE: October 2025 to date

INSTITUTION: CSIR - Forestry Research Institute of Ghana, Fumesua, Ghana

National Service and Volunteering

DUTIES: I worked as an IT support assistant and below are some of my duties:

- Data backups and recovery
- Infrastructure planning and upgrades.
- System Maintenance and troubleshooting
- Installation of operating systems on office machines

- Taking photographs when there are seminars and other programmes
- Assisting in giving training to other students who come for data collections.

DATE: November 2023 to September 2025

INSTITUTION: CSIR - Forestry Research Institute of Ghana, Fumesua, Ghana
Internship Programme

DUTIES: I worked as an IT support assistant and below are some of my duties:

- Installation of operating systems of office machines
- Taking photographs when there are seminars and other programmes
- System Maintenance and troubleshooting

DATE: July 2022 – September 2022

INSTITUTION: Mespa Prints Media, Parkoso-Kumasi

DUTIES: I worked as a Manager, Graphic Designer and a Printer.

- I create visual communications such as adverts, branding, publicity materials and magazine layouts. Graphic designers (who may also be known as graphic artists) utilise graphic design skills to create media products such as magazines, labels, advertising and signage.

DATE: November 2017 – August 2019

INSTITUTION: Ababio Prints Media, Parkoso-Kumasi

DUTIES: I worked as a Graphic Designer and a Printer.

- I create visual communications such as adverts, branding, publicity materials and magazine layouts. Graphic designers (who may also be known as graphic artists) utilize graphic design skills to create media products such as magazines, labels, advertising and signage.

DATE: February, 2017 – September, 2017

INSTITUTION: God's Time Phones and Accessories, Amakom-Kumasi

DUTIES: I worked as sales personnel and below were my duties:

- Greet customers and ascertain what each customer wants or needs.
- Open and close cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.

Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.

- Compute sales prices, total purchases and receive and process cash or credit payment.
- Maintain records related to sales.

DATE: July, 2014 – January, 2015

REFERENCES

Prof. Emmanuel Opuni-Frimpong
Head, Forest Improvement and Productivity Division
CSIR-Forestry Research Institute of Ghana
eofrimpong@csir-forig.org.gh

Mr. Emmanuel Minkah
Scientific Secretary, CSIR-Forestry Research Institute of Ghana
eminkah@csir-forig.org.gh

Dr. Michael N. Agbeko
Head of Information Technology Department/Lecturer
Pentecost University
mnagbeko@pentvars.edu.gh

Mr. Philip Okang Mensah Adjei
Lecturer, Information Technology Department
Pentecost University
pomadjei@pentvars.edu.gh

Pastor Darlington Yeboah
Director, Agape Harvest Institute
Accra, Ghana
+233273334000

Mr. Gabriel Takyi
Director, Imperial College of Professional Studies,
Kentinkrono - Kumasi.
+233244704347