

KWABENA ASARE PANYNI BAFFOUR

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ABOUT ME

I am hardworking and passion driven person. Currently holding a degree in Computer Applications. I am a great computer user and a proactive resourceful individual, time conscious and self-motivated with a penchant to contributing in whatever capacity required individually and as part of a team towards the achievement of the cooperate objectives of an organization that allows for continuous personal improvement and development.

WORK EXPERIENCE

Ghana Statistical Service

- Responsibilities and achievements like adapting to changing environments, organizing field operations, ensuring quality assurance, developing solutions, and demonstrating customer service skills

Field Enumerator (Temporal job)

AMS Digital Solutions

Technical Consultant (Remote job) |East Legon| 09-10-2023 to present

AMS Digital Solutions

Remote Internship (Tech Department) | East Legon | 26-03-2023 to 03-09-2023

Responsibilities

- Design and Develop websites for clients
- Resolve issues regarding website malfunctions
- Upload contents shared by clients for their website
- Update Trello on client interactions
- Update Passwords on Company Database
- Manage work schedule using clockify
- Follow up on Tech team Lead
- Credit Clients on our bulk SMS system
- Set-up new Instances on Hosting platform and other Tech related Issues
- Upload daily task on Asana given by Tech team Lead

Ministry of Fisheries and Aquaculture Development

National Service | Accra | 22-10-2021 to 28-04-2023

Responsibilities

- Troubleshooting network problems.
- Troubleshooting malfunctional peripherals.

- Notify supervisor on equipment malfunctions and computer maintenance.
- Prepared documents for faulty machines, repaired machines and device allocation.
- Designing of banners and posters for programs
- Aided computer users encountering problems.
- Assisting with virtual meetings.
- Record keeping (Database Management)
- Updating of website (Wordpress)
- Designing google forms for survey
- Hardware fixing
- Troubleshoot internet connectivity issues.

Dominion TV

Volunteer, Internship | Data Collection |Accra| 01-06-2021 to 01-09-2021

Filling of surveys to know how we can improve our channel to keep viewers watching.

Solitare Infosys

Volunteer, Internship | Network Operations | Chandigarh | 01-11-2020 to 01-02-2021

Responsibilities

- Web Application Development, Application Support & Software System Maintenance
Web Designing Solutions (Graphics, Brand & Logo Designing) * Web Development
Solutions (PHP, CSS, HTML,python,Wordpress)

EDUCATION

- Rayat Bahra University, India | October 2017 – November 2020
BSc Computer Applications
- Aggrey Memorial A.M.E Zion Sebior High School | September 2014 – May 2017
West African Senior Secondary School Certificate Examination (Visual Art)
- St. Andrews Junior High School
Basic Education Certificate Examination (B.E.C.E)

JOB SKILLS

Computer Skills	Team Work	Communication	Project Management
Time management	Good Listener	Adaptability	Graphic designing
Jnr.WordPress dev			

LANGUAGE SKILLS

English

INTEREST

Digital Marketing
Development

System Administration
Hardware/Networking

Cyber Security
UI/UX Design

Front-end

ASSOCIATIONS

AISEC Member

CERTIFICATES & AWARDS

Systems Administration Certificate | 2021

Networking Certificate | 2021

AISEC Event Awards | 2020

REFERENCES

Mr. Emmanuel
Consultant
Dominion TV
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Fred Ayornu-Lansea (Senior IT Officer)
Ministry of Fisheries
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