



## PROFILE

A focused and determined individual with a background in Information Technology looking to utilize and develop my skills in any organization I find myself while adding value to the organization

## CONTACT

PHONE:  
+233249400987

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<http://block.africa>

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[godwinboadi@gmail.com](mailto:godwinboadi@gmail.com)

## HOBBIES

Football  
Reading  
Researching

## SPECIAL PROJECT

Designed and Manages an E-commerce website : <https://mushcart.com>

Developed a sales and monitoring system with visual basic.

Created a website for a youth ministry (Samuel Brefo Ministry)

Created a documentary on human labor with windows movie maker

# BOADI GODWIN

## EDUCATION

**Ghana Technology University College**  
2014 - 2018

**Okuapemman Senior High School**  
September 2011 – May 2014  
Position held – Assistant Boys IT Prefect.

## WORK EXPERIENCE

**National Board for Small Scale Industries:PPME – Member(NSP)**  
August 2018 – Date

Assist in IT services, Compile weekly activity schedules for the departments, Manage the Social Media Pages, Update database of the R2Bot for the Facebook Page, Design Posters for events of the company.

**MTN Ghana : Intern, Customer Planning and Enablement (CPE)- Online Team member**  
May 2017–July 2017

Approve customers request for call records or mobile money usage.

Provide daily weekly report for analysis.

**Unique Life Assurance(BEIGE Assure) : Intern, Information Technology department**  
June 2016 – July 2016

Perform daily backups of the database.

Check if the servers are up and running.

Assisted in maintaining company website.

Sent daily thank you/birthday messages to customers.

Servicing of company computers daily/weekly.

## SKILLS

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Database Entry	80%
Data Evaluation	80%
Telephone Etiquette	80%
Team Collaboration	75%
Web Development	75%
Web Designing	90%
Microsoft Office	90%
Typing Expert	90%
System Administration	70%

## ACTIVITIES AND HONORS

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- Participated in a workshop dubbed “Standards and Labeling requirements for local business owners.” organized by Ghana Standards Authority in collaboration with GS 1- Ghana, held at Standards Height in Accra, 2018
- Attended a Stakeholder Engagement E-payment Platform workshop at Coconut Groove Hotel, Accra, 2019
- Drafted a Data Management policy for the Board

## REFEREE

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Workplace: National Board for Small Scale Industries  
Name: Philomena Dsane  
Position: Acting Director Entrepreneurship Development Department  
Number: 0202523279

Workplace: Nowak Developments Limited.  
Name: Ahmed Annoh  
Position: Head, IT Departments.  
Number: 0243684631

Workplace: MTN Ghana

Name: Angela Solomon

Position: Customer Planning and Enablement (CPE) - Online Team  
Manager

Number: 0244304381