

TORNAM ABLETOR

Koforidua, Ghana |
<https://iametor.netlify.app>
0540884481 | abletetor@gmail.com

A dedicated and adaptable Computer Science graduate with a strong foundation in problem-solving, teamwork, and communication. Possesses hands-on experience in technical support and administrative tasks during internships and National Service. Known for attention to detail, quick learning ability, and the capacity to thrive in fast-paced environments. Eager to contribute to any role that requires organizational skills, analytical thinking, and a proactive attitude toward achieving results.

EXPERIENCE

IT SUPPORT OFFICER

Ghana Revenue Authority | Koforidua

2023 - 2024

- Educated staff on new software applications, leading to increased operational efficiency.
 - Collaborated effectively with teams to resolve challenges, elevating client satisfaction.
 - Upgraded computer systems to improve performance and ensure security compliance.
 - Assisted in organizing and managing staff training sessions, resulting in improved employee performance.
 - Delivered IT support reducing downtime and enhancing productivity.
-

IT INTERN

Polyclinic | Koforidua

10/2022 - 11/2022

- Delivered high-quality IT support, boosting staff productivity.
 - Streamlined hardware and software setups, enhancing overall efficiency.
 - Ensured secure management of patient data, safeguarding sensitive.
 - Assisted in administrative tasks, improving record-keeping and workflow.
-

EDUCATION

HIGHER NATIONAL DIPLOMA IN COMPUTER SCIENCE

Koforidua Technical University

2020 - 2023

- Courses: Software Development, Database Management, Hardware, Networking, Cybersecurity, Graphic Design.
- Developed hands-on experience in practical computing tasks and projects.

WASSCE, ADIDOME SENIOR HIGH SCHOOL, 2011 - 2014

SKILLS

- **Web Development:** HTML, CSS, JavaScript
 - Problem-solving
-

- **Database Management:** SQL, NoSQL
 - **Networking:** LAN/WAN, TCP/IP, Troubleshooting
 - **Software Proficiency:** Microsoft Office Suite, Windows
 - **Graphic Design:** Adobe Photoshop, Canvas, Postermywall.
 - Exceptional communication
 - Attention to detail
 - Team collaboration
-

INTEREST

- Puzzle Solving
- Fitness and Wellness
- Learning New Technologies
- Team Sports
- Volunteering

REFERENCE

Available upon request