

ADWOA AMPOFUA ADJEI-MENSAH

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PROFESSIONAL SUMMARY

Motivated and detail-oriented professional with beginner-level skills in Web development and AWS cloud computing. Strong organizational and communication skills, with a knack for problem-solving and adapting to new challenges. Able to work well in teams and manage tasks efficiently. Eager to apply both technical and administrative skills to support and contribute to a dynamic team.

SKILLS

TECHNICAL SKILLS

- MICROSOFT SUIT(WORD, EXCEL,POWERPOINT)
- FRONT-END (HTML,CSS,JAVASCRIPT)
- BACKEND (PYTHON - DJANGO)
- MYSQL
- AWS CLOUD COMPUTING

SOFT SKILLS

- GOOD COMMUNICATION SKILLS
- TIME MANAGEMENT
- INITIATIVE
- ADAPTAVITY
- PROBLEM-SOLVING
- TEAM WORK

WORK HISTORY

Jan 2021-June 2023||Assistant Officer||Ghana Cocoa Board;Cocoa Management System

- Data collection and entry of Cocoa Farmers details
- Editing and compiling of daily and weekly reports as an Operational Lead to the Zonal Lead.
- Sensitization of Cocoa Management System and Cocoa Pension Scheme to cocoa farmers

Dec 2020||Verification Officer||Electoral Commission of Ghana

- Verifying voters with the use of the Finger print scan or the Facial scan or Manually on the Biometric Verification Device.
- Worked together with the Presiding Officer and the other Officials peacefully to sort,count and declare the results at Manhean 5 JSS Polling station.

Sept 2019-Aug 2020||National Service||Ghana Cocoa Board;Scholarship Departments

- Dispatching of documents and letters to other departments and COCOBOD subsidiaries.
- Vetting of students for COCOBOD Scholarship.
- Calling schools with COCOBOD beneficiary students to seek their academic reports

June 2018 || Internship Training || Societe General Ghana; Industrial Area Branch

- Handling of returned checks (bounced checks)
- Recording of ATM cards and their pin codes
- Preparing of banker's Drafts
- Calling of clients for requirements and for the collection of their check books and ATM cards
- Sorting and organizing of files

July 2017-August 2017 || Internship Training || Ghana Cocoa Board; Scholarship Department

- Assessing of students results
- Sorting and organization of file

EDUCATION

- JUNE - SEPTEMBER 2024 || **SOFTWARE ENGINEERING** || POWER LEARNING PROJECT AFRICA || NAIROBI - KENYA
- NOVEMBER 2023 - JANUARY 2024||**AMAZON WEB SERVICES CLOUD COMPUTING CERTIFICATION**||GHANA-INDIA KOFI ANNAN CENTER OF EXCELLENCE IN ICT,ACCRA-GHANA
- JUNE 2019||**BACHELOR OF ARTS IN SOCIOLOGY;HUMAN RESOURCE**||KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY||KUMASI,GHANA
- MAY 2014||**WEST AFRICAN EXAMINATION CERTIFICATE;GENERAL ARTS**||ST.ROSES SENIOR HIGH SCHOOL||AKWATIA,GHANA

REFEREES

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