

PATRICK BENCHOG

Techiman, Ghana | +233 240025563 | benchog010@gmail.com | www.linkedin.com/in/patrick-benchog

PROFESSIONAL SUMMARY

I'm an experienced Data Entry Specialist, professional and reliable. My experience includes working in national high-volume and accuracy-focused environments. I am skilled processing sensitive customer information and maintaining confidentiality while preserving integrity in a rapid workflow. I am a great communicator, a quick learner, and a self-managed professional, seeking opportunities to support remote operational teams with accuracy and accountability.

WORK EXPERIENCE

National Service Personnel – Data Operations

Margins ID Group, Accra, Ghana

Sept. 2024 - Present

- Accurately processed large volumes of client and citizen data for national identity systems within a tech-driven operational environment.
- Maintained strict attention to detail and compliance while performing repetitive data entry tasks inside proprietary national digital platforms.
- Proactively flagged system issues and collaborated with supervisors to resolve workflow bottlenecks.
- Developed advanced time management and problem-solving skills in a high-pressure, confidentiality-sensitive role.
- Provided administrative support during system downtimes and peak processing periods.

Student Intern – Industrial Maintenance Support

Nut for Growth Company Ltd., Tamale

Sept. 2023 - Nov. 2023

- Conducted preventive and corrective maintenance for industrial machinery in a manufacturing setting.
- Reduced equipment downtime by 10% through proactive diagnostics, documentation, and operational support.

EDUCATION

Bachelor of Science in Mechanical Engineering

University for Development Studies, Tamale, Ghana

Nov. 2024

TECHNICAL AND DIGITAL SKILLS

- Data Entry & Administrative Support
- Google Workspace (Docs, Sheets, Drive)
- Digital Workflow and Task Management
- Problem-solving and Attention to Detail
- Fast Learner with Feedback Adaptability
- Time Management in High-volume Environments

CERTIFICATION

- Project Management – Google

Jan. 2025