

FRIMPONG DANIEL

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PROFILE STATEMENT

I am highly organized and detail-oriented Data Entry Specialist with a 3-year experience in accurately and efficiently entering data into various systems. Seeking a position where I can utilize my strong attention to detail and data management skills to contribute to the success of the organization.

EDUCATION

BSc. Computer Engineering / January 2023

University of Energy and Natural Resources, Sunyani - Ghana

Major Courses: Data Structures and Algorithms, Computer Networking, Software Engineering, Digital Logic Design.

General Science

Techiman Senior High School / October 2018 - August 2021

SKILLS

- Proficient in data entry and data entry processing software
 - Excellent typing speed and accuracy
 - Strong attention to detail and ability to maintain data integrity
 - Familiarity with database management systems
 - Strong organizational and time management skills
 - Effective communication and teamwork abilities
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WORK EXPERIENCE

- Data Entry Specialist
(Theresah Care Educational Complex), Techiman / September 2021- December 2021
 - Data Entry Intern
(Premium Pharmacy), Techiman / January 2022 - September 2022
 - Typist Intern
(iTech Solutions) Sunyani / October 2023 - December 2023
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REFERENCE

Kyei Donkor Abraham
Headmaster
Theresah Care Educational Complex
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Adu Yeboah Joseph
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Premium Pharmacy
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