

# CARBELL KOFI SARFO

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**Website :** Carbellsarfo.netlify.app

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## **Personal Profile**

I am an energetic, ambitious individual who always strives to achieve the highest standard possible. I have a proven record in designing and developing websites, graphic designing. I have strong technical skills as well as excellent interpersonal skills, allowing me to be able to interact with a wide range of clients. I am a fast and continuous learner and accustomed to working in challenging and fast-paced environment.

## **Core Skills**

- A computer literate
- Leadership
- Working with Microsoft office suite
- Excellent communication, writing, listening and recording skills
- Visual Design
- Video Editing.
- Typing speed of 55 wpm.
- Digital Photography

## **Other Details**

- Date of Birth: 31<sup>st</sup> July, 2000
- Nationality: Ghanaian

## **Work Experience**

### **1. Superior Fountain Press, Madina: July, 2021 to November, 2021.**

#### **Job Title: Graphic Designer / Printing Attendant**

Responsibilities include:

- Developed creative design for print materials, brochures, banners and signs.
- Created and edited documents using Microsoft Office Suite.
- Worked with Adobe Photoshop and Corel Draw to design and develop designs for clients.
- Issuing commands and working with printers.
- Took photographs of customers and print passport pictures for customers.

### **2. Web Designing / Web Development June 2019 to date.**

Responsibilities included:

- Designed and built a mobile-friendly website using HTML, CSS and JavaScript.
- Planned website development, converting mockups into usable webs presence with HTML, JavaScript.
- Employed search engine optimization tactics to increase reach of targeted audience.
- Embedded media into sites using reliable, streamlined protocols and technologies

### **3. Photography, June 2019 to date.**

Responsibilities included:

- Photographed high-quality images for various print and digital projects.
- Digitally edited photos to enhance appearance.
- Edit, color-grade and upload photographs for publications.
- Determine and adjust subject position, props and lighting.
- Scheduled and booked locations for photo shoot, working collaboratively with clients and contacts.

### **Educational Background**

<b>Qualification</b>	<b>Institution</b>	<b>Dates</b>
Bachelor of Business Administration	University of Professional Studies, Accra	September, 2018 – September, 2022
WASSCE	Presbyterian Boys' Senior High	September, 2015 – June 2018

### **Languages**

- English
- French (intermediate)
- Asante Twi

### **Referees**

Mr. John Paafio Dei.

Superior Fountain Press. (Owner)

**Tel:** 024 508 5108