

# CARBELL KOFI SARFO

---

Tel: 0241 105 423

E-mail: [Carbellsarfo@gmail.com](mailto:Carbellsarfo@gmail.com)

P. O. BOX Co 1545, Tema.

Website : Carbellsarfo.netlify.app

---

## **Personal Profile**

I am energetic, ambitious, always striving to achieve the highest standard possible. Good interpersonal skills and ability to lead and motivate a wide range of people across many levels.

I am a fast and continuous learner and accustomed to working in a challenging and fast-paced environment. 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 have a proven record in designing and developing websites and graphic design.

## **Core Skills**

- A computer literate
- Leadership
- Fast Learner.
- Problem Solving Skills.
- Strong verbal communication skills
- Working with the Microsoft office suite
- Excellent communication, writing, listening and recording skills
- Visual Design
- Video Editing.
- Typing speed of 55 wpm.
- Digital Photography

## **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. Owass Multimedia, Tarkwa: July 2022**

### **Job Title: Marketer and Sales Person.**

Responsibilities include:

- Find new clients using a variety of sources.
- Prepare pitches for new clients to inform of radio advertising and to educate on the types of offers available.
- Work with clients to choose ad lengths, duration of advertising, and timeslots for ads to run that fit the client budget restrictions.
- Create case studies for existing or former clients that can be used to encourage new client conversations.
- Prepare contracts for advertising space sold to clients.

## **3. 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

## **4. 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
CA (Level 1)	Institute of Chartered Accountants Ghana (ICAG)	
WASSCE	Presbyterian Boys' Senior High	September, 2015 – June 2018

### **Languages**

- English
- French (intermediate)
- Asante Twi

### **Referees**

Mr. Michael Adu-Gyamfi

Agape House New Testament Church (Pastor)

**Tel:** 024 493 5515