Randy M. Nyemah

Upper Caldwell, Faith Community

Montserrado, Liberia

[randynyemah93@gmail.com/randynyemah93@yahoo.com](mailto:randynyemah93@gmail.com/randynyemah93@yahoo.com)

**+231-(0)880-742-472/775-526-993**

August 13, 2020

Beverly Hills, California, USA

Dear Sir / Madam:

With compliment, having read about a vacancy posted on the Indeed Website, I am pleased to apply for the position as an **IT Technician.**

I am a graduate of the Ernest Bai Koroma University of Science and Technology, Medium Sized Town Of Magburaka, Sierra Leone, with an ASSOCIATE DEGREE INCOMPUTER INFORMATION TECHNOLOGY, I have a Diploma in Computer Scienceand also hold a Certificate in Networking.

I have 5+ years professional working experience. Currently, I am serving as an I.T

Technician at the Ministry of Commerce & Industry, R.L (MoCI). Through my diverse

Valuable experience, I am confident that, I would become a valuable addition to your

Team and contribute to the growth and development of your institution.

Attached is a copy of my curriculum vitae and I am looking forward to your interview.

Thanks for affording me the unique opportunity to help enhance my efficiency and

Productivity with your institution.

With best regards,

**Randy M. Nyemah**

APPLICANT

**CURRICULUM VITAE (C.V)**

**PERSONAL DATA**

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Name : Randy **Melvin Nyemah**

Date of Birth : September 14, 1993

Place of Birth : Waterloo/Sierra Leone

Nationality : Liberian

Religion : Christian/Catholic

Marital Status : Single, (One Kid)

Health : Excellent

Gender : Male

Address : Faith Community, Upper Caldwell, Montserrado, Liberia

E-mail Add. :[**randynyemah93@gmail.com**](mailto:randynyemah93@gmail.com)**/randynyemah93@staff.moci.gov.lr**

Contact No. : +231880-742-472/+231775-526-993

**SUMMARY**

Randy Melvin Nyemah is an I.T. Technician and Public Relation Officer (P.R.O) with over nine (9) years of experience in both private, political party and public sectors, at home. Prominent among these positions are; Public RelationOfficer (PRO) of the Data Clerk, Coalition for Democratic Change (CDC), I.T. Technician Ministry of Commerce & Industry (MoCI), Data Entry Clerk Coalition for Democratic Change (CDC) Assign in Nimba County District # Nine (9),Assistant Data Officer, Sarah groups of restaurant Unicef compound, Mamba Point, Monrovia Liberia;Assistant Payroll Clerk, Eco Wood Logging Company, Freeport Somalia Drive,Tally Clerk, Sonco Shipping Corporation, Via Town, Bushrod Island. Randy M. Nyemah also consult with the Liberia Timber Union (LTU), representing, [Forestry and Agricultural Products Corporation (FAPCO)](https://www.facebook.com/Forestry-and-Agricultural-Products-CorporationFAPCO-1650528861922565/) making sure for the Former Timber Worker (FTW) to be able to receive their benefit or back pay, up till now negotiation are stay on going with the Liberian Government (GoL).

Randy M. Nyemah holds Two Certificates from the WTO E-Learning online programs.

Randy M. Nyemah is a member of Our Lady of Louis Catholic Church, St. Mary’s Parish, Tweh Farm, Liberia and a member of the **Ancient and Noble Order of the Knights of St. John International**. Nyemah have One (1) kid a male

**EDUCATIONAL BACKGROUND**

2017, 11 November: **ASSOCIATE DEGREE IN COMPUTER INFORMATION TECHNOLOGY,**

Ernest Bai Koroma University of Science and Technology, Medium-Sized Town Of Magburaka, Sierra Leone

2015, 1st March-6, December: **Diploma** in **Computer Science**

International Institute of Computer Studies and Manpower Development, Snapper Hill, Broad Street, Monrovia

2015, 5th January-21st February: **Certificate in Networking**

International Institute of Computer Studies and Manpower Development, Snapper Hill, Broad Street, Monrovia

2013-2014: **Diploma** and **W.A.E.C** **Certificate**, Trinity United Methodist High School, New Kru Town, Bushrod Island.

**OTHER ACHIEVEMENT**

October 28, 2019: WTO E-Learning: Introduction to the WTO

**Certificate**

November 1, 2019: WTO E-Learning: Trade and Environment

**Certificate in Trade and Environment**

**JOB EXPERIENCE**

2018, May-Present: **I.T. Technician**

**Ministry of Commerce & Industry** (MoCI)

**Duties/Responsibilities**

* Assist personnel with installation, configuration and ongoing usability of system hardware and software
* Offer daily operations and systems support to personnel
* Verify functionality of hardware and software components
* Troubleshoot hardware and software issues in person, remotely and via phone
* Assist employees with computer problems and answer their questions
* Conduct daily network backup operations
* Ensuring electrical safety standards are met
* Upgrading the entire system to enable compatible software on all computers.
* Installing and upgrading anti-virus software to ensure security at the user level.
* Performing tests and evaluations on hardware and software.
* Repairing or replacing damaged hardware and software.

2017, December-Present: **Public Relation Officer (PRO),**

**Data Clerk, Coalition for Democratic Change** (CDC)

**Duties/Responsibilities**

* Planning publicity strategies and campaigns
* Writing and producing presentations and press releases
* Dealing with enquiries from the public, the press, and related organizations
* Organizing and attending promotional events such as press conferences, open days, exhibitions, tours and visits
* Speaking publicly at interviews, press conferences and presentations
* providing clients with information about new promotional opportunities and current PR campaigns progress
* Analyzing media coverage
* Commissioning or undertaking relevant market research
* Liaising with clients, managerial and journalistic staff about budgets, timescales and objectives confidential

2017, December 1-28:  **Data Entry Clerk,**

**Coalition for Democratic Change** (CDC), Assign in Nimba County, District # 9.

**Duties/Responsibilities**

* Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners
* Type in data provided directly from Tally Sheet and Polling Center
* Create spreadsheets with large numbers of figures without mistakes
* Verify data by comparing it to source documents
* Update existing data
* Retrieve data from the database or electronic files as requested
* Perform regular backups to ensure data preservation
* Sort and organize paperwork after entering data to ensure it is not lost

2015, August-November: **Assistant Data Officer,**

Sarah groups of restaurant UNICEF compound, Mamba Point, Monrovia Liberia.

**Duties/Responsibilities**

* Organizing files and collecting data to be entered into the computer.
* Analyzing the data for errors.
* Reporting problems with the data.
* Accurately entering information into various computer programs.
* Keeping sensitive customer or company

2012-2013: **Assistant Payroll Clerk,**

**Eco Wood Logging Company**, Freeport Somalia Drive.

**Duties/Responsibilities**

* Maintains payroll information by collecting, calculating, and entering data.
* Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
* Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
* Determines payroll liabilities by calculating employee local government and state income and social security taxes and employer's social security, unemployment, and worker’s compensation payments.
* Resolves payroll discrepancies by collecting and analyzing information.
* Provides payroll information by answering questions and requests.
* Maintains payroll operations by following policies and procedures; reporting needed changes.
* Maintains employee confidence and protects payroll operations by keeping information confidential.

2010-2011: **Tally Clerk,**

**Sonco Shipping Corporation**, Via Town, Bushrod Island

**Duties/Responsibilities**

* Operate the cash register and provide accurate change to cash-paying customers
* Show customers the locations of items they are looking for and suggest complementary items when appropriate
* Pay attention to shoppers on the floor and notify management of any possible shoplifting activity
* Restock shelves when needed to ensure optimum availability of products

**LANGUAGE**

**English** Oral: Excellent.

**Written**: Excellent

**REFERENCES:**

1. **Hon.** **Prof.** Wilson K. **Tarpeh**

**MINISTER**

Ministry of Commerce & Industry, R.L

[professortarpeh12@gmail.com](mailto:professortarpeh12@gmail.com)

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1. **Hon.** George **D. Wolo**

**Deputy Minister for Industry**

Ministry of Commerce & Industry, R.L

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1. **Mr.** Relevance **B.C Zeon**

**WASH Expert**

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