

CURRICULUM VITAE

PRESLEY OWUSU ANSAH

Contacts and Personal Details

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Date of Birth: February 18, 1993

Nationality: Ghanaian

Marital status: Single

Sex: Male

OBJECTIVE

A motivated computer and responsible graduate seeking position to utilize my IT skills ,and learn to the top through technical training obtained from my past projects experiences.

EDUCATIONAL BACKGROUND

INSTITUTION	YEAR	QUALIFICATION
National institute Information Technology (NIIT)	2019-2021	Certificate (HND)
Ofori Panin Senior High	2011-2014	WASSCE
Cosmos Schools Ltd.	2002-2011	Basic Education (B.E.C.E)

COMPUTER SKILLS

Office applications (MS Word, MS Excel, MS PowerPoint, MS Outlook) and appropriate use of the internet. Building of computer network, installation and updating of computer programs, building and management of computer server and anything computer hardware.

PROJECT WORKS (2019-2020)

Effiduase Government Hospital (Kumasi)

- Cable installation.
- Installation and configuration of computer server.
- Database management.
- Computer maintenance

Top Martins Asokwa (Kumasi)

- Deployment of windows operating system
- Installation of LAN connection
- Replacement of data cables

- Computer maintenance

Bonwire Savior Hospital (Juaben)

- Installation of data cables
- Installation and configuration of Server
- Implementation of System Security
- Database management

Manhyia Palace (Kumasi)

- Installation and configuration of CCTV
- Replacement of data cables
- Installation and configuration of Server

New Life Christian Home School (Kumasi)

- Installation and configuration of CCTV
- Replacement of data cables
- Server management
- Implementation of System Security

WORK EXPERIENCE

Enterprise Life Assurance Company (Kumasi)

2017 – 2018

Position: Insurance Advisor/ Field marketer

RESPONSIBILITIES

- Marketing of insurance policies
- Monitoring of policies summary
- Issuing of receipts to policy holders and assisting policy holders in claims.

SKILLS

- Confident negotiation skills.
- Reliability and honesty.
- Excellent time management.
- Decision-making.
- Analytical skills.
- Accuracy and attention to detail.
- Interpersonal skills.
- Verbal and written communication skills

Internship at Rocksure International (Ayanfuri)

2020 (March - July)

Position: I.T Assistant

RESPONSIBILITIES

- Radio programming and maintenance.
- Tracking of vehicles.
- Providing of analysis reports.
- Printer programming and maintenance.
- Computer hardware maintenance.
- Internet security.
- Server and database management.

- System configuration.
- Windows installation.

SKILLS

- Good communicator, oral and written skills.
- Creative and flexible.
- Good leadership skill.
- Analytical thinker.

HotelDeHilda (Tarkwa)

2020 – 2021

Position: Store Keeper & Purchasing Officer

RESPONSIBILITIES

- Researching suppliers.
- Comparing and evaluating supplier offers.
- Negotiating contract terms and pricing.
- Tracking orders and ensure smooth delivery.
- Assessing and monitoring the quality of products.
- Entering data into order portals and customer relationship management systems.
- Monitoring stock levels restock the store accordingly.
- Placing orders as needed.
- Coordinating with store staff to ensure storage requirements are met.
- Working within set budgets.
- Coordinating logistics.
- Ensure that the store is kept clean and organized.

SKILLS

- Well organized and punctual.
- Well-presented and professional.
- Judgment and Decision Making.
- Detail Spotting.
- Persistence.
- Relationship Building.
- Negotiation.
- Integrity.

HOBBIES

- Surfing the internet.
- Performing researches.

REFEREES

- Mr. Rex
Operations Manager
HotelDeHilda
P. O. Box 347, Tarkwa, Ghana
+233 24 511 4728
- Mr. Emmanuel Acquah
I.T administrator
Rocksure International
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- Mr. Maxwell Nuowo
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