

CURRICULUM VITAE

EMMANUEL TEYE NARTEY

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PERSONAL INFORMATION

Marital Status: **Single** Nationality: **Ghanaian** Location: **Koforidua**
Date of Birth: **31-01-1995** Languages: **English, Ga-Dangbe, and Twi**

PROFILE SUMMARY

I have worked in IT Departments and with Management Information Systems in National Disaster Management Organization (NADMO) in the Ada West District Assembly, Rock City Hotel in Kwahu-Nkwatia, and have acquired hands-on experience in software development Corporate ICT training & Skills development, Network support services, Application, and User support services, Windows Configuration, Research, Clerical duties; *Comb Binding, etc.*, Teambuilding & Problem solving.

EDUCATION / WORKSHOP / PROFESSIONAL COURSES

2016-2019: Koforidua Technical University, Koforidua.	[Computer Network Management (HND)]
April 2018: Satellite Dish Installation Workshop.	[Certificate of Participation]
2016-2018: Cisco Networking Academy, Koforidua.	[IT Essentials]
2016-2018: Cisco Networking Academy, Koforidua.	[CCNA Certified]
2013-2016: Presec Begoro SHS, Begoro - E/R	[W.A.S.S.C.E. (General Arts)]
1998-2013: St. Dominic Savio JHS., Afienva- Accra	[B.E.C.E]

CAREER OBJECTIVE

- Strive to attain a great professional standard
- Establish one of the best tech companies in Africa to improve upon our tech ecosystem
- To help African companies know the relevance of Data Science

INTERESTS

- Women and Children Education
- Data Science
- Trends in the Software industry
- Reading various articles on Quora, Medium and listening to StackOverflow podcast
- Learning about API designs and principles such as versioning, documentation, and writing good API endpoints

KEY ACHIEVEMENTS

- Organized most of my colleagues and taught them Microsoft Office Suite mostly excel and programming (python, java)
- As a final year project, my partner and I built a real estate system
- Developed a tour guide system for a friend as a final year project.
- Developed a program for NADMO-ADA WEST SAGE covering various aspects of the department (Stock, HR, Operations, Account, etc).
- Developed a program for Ada West District Statistical department that uses graphs to represent data from Postgres database using Zingchart javascript chart library.
- Developed web scraping programs using Python for collecting competitive data with the bs4 python module.
- Developed an E-commerce website.
- Built a school management system app for students grading and exams report
- Expert in transforming (exporting) existing excel files into a database without breaking data integrity.
- Experience in running cron jobs and task schedulers with celery, Django-crontab with a monitoring tool like flower with message brokers like Redis, RabbitMQ.

KEY SKILLS & ABILITIES (GENERAL)

- Install and Maintain Windows, UNIX, and Linux operating systems
- Write Computer programming code, Test Software & Modify Code to increase performance
- Knowledgeable in Microsoft Office Suite (Word, Excel, PowerPoint)
- Domain Mapping to Servers (IP)

KEY SKILLS & ABILITIES (LANGUAGES, FRAMEWORKS, AND DATABASES)

- Proficient Languages: (python, javascript, HTML, CSS)
- Proficient Frameworks: (Django, Django Rest Framework, Bootstrap 4, JQuery Google Materialise, React.js (currently learning))
- Proficient Databases (PostgreSQL, Mysql, SqlLite)

KEY SKILLS & ABILITIES (LIBRARIES, TOOLS, AND SOFTWARE)

- Proficient Frameworks: (Django, Django Rest Framework, Bootstrap 4, JQuery Google Materialise, React.js (currently learning))
- Proficient Softwares (Linux / Windows, Postman, Sublime Text, VS Code)
- Proficient Libraries & Tools (Git and GitHub, RabbitMQ, Redis, Celery, Flower, Chrome Dev Tools)

KEY SKILLS & ABILITIES (CLOUD PLATFORMS)

- Heroku • Digital Ocean • AWS • Pythonanywhere
- Cloudinary, Twilio

PERSONAL SKILLS & COMPETENCIES

- Highly organized and disciplined with a passion for IT
- Identify, analyze and provide solutions to problems
- A positive, high energy team player with an ability to quickly learn from team members
- Ability to work under pressure and with minimal or no supervision
- Ability to efficiently manage Time and Stress
- Ability to work and complete tasks within deadlines

PROFESSIONAL EXPERIENCE

1. November. 2020 – CURRENT: **ROCK CITY HOTEL, KWAHU-NKWATIA.**

Role: **IT TECHNICIAN (BUSINESS APPLICATION MANAGER)**

Key Responsibilities:

1. *Assisted in the management of Windows Active Directory, File Server, CCTV Server, etc.*
2. *Organizing Training for staff on how to use the various software's used to run the hotel (Omega, Sage 300, Opera, Payroll System, and Help Desk)*

3. Organizing workshops for new staff who are to be enrolled on the systems
4. Execute training sessions (arrange for and conduct on-site training)
5. Keep and report feedback data, issues, etc. to superior on completed training)
6. Observe and evaluate the results of training programs
7. Determine the overall effectiveness of training and make improvements.
8. Backing up the software data at least twice a week
9. *Making sure the servers are always up to date with the latest security features and necessary patches implemented*
10. *Checking the expiry age of the software and informing my superior to renew them before they expire*
11. Installing, sharing, and troubleshooting office printers

Achievements & Experiences:

1. *Due to my zeal towards work, knowledge about software's, and problem-solving skills, I was made the head of the Business Application Unit to maintain all the software's*
 2. Helped fixed printing issues of **Omega Software** that existed in the company before I joined from the 'Kitchen Order Ticket' (KOT)
 3. Added to my proficiency in conducting Remote Support and Troubleshooting
 4. Gained an understanding of how new staff 'receive' our systems (software) in contrast to systems they are already used to.
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2. Sept. 2019 – Sept. 2020: NADMO ADA WEST DISTRICT ASSEMBLY, ADA-SEGE.

Role: **IT ASSISTANT** (National Service)

Key Responsibilities:

1. Ensure connectivity of LAN and WLAN - Internet services
2. Assist in Network Support (Supporting the District Assembly LAN and WLAN-Internet)
3. Assisted in preparing technical specifications for the procurement of ICT items
4. Help desk support for users, e.g. Printer issues, booting issues, networking support, software malfunctioning, etc
5. Assist operating office Equipment; Photo Copier, Comb Binder, Laminator, *etc.*

Achievements & Experiences:

1. Played a role in a collation of quarterly data from various zones to submit to head office Accra

2. Quickly learned and took to Clerical Duties; *Data entry, Printer operations, Comb Binding, Laminations, Certificate Editing, and Printing*
3. Assisted in the reproduction of various training materials for the various zones

Github page

<https://github.com/Emmanuel-Aggrey/>