

CURRICULUM VITAE
EMMANUEL OYITI-MENSAH

c/o K. S. MENSAH
GHANA REVENUE AUTHORITY, DTRD (P&P)
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CAREER OBJECTIVE

I am an organized and results-oriented IT professional with a BSc in Information Technology. Seeking to apply my knowledge and skills programming, design and technical support to contribute to impactful products and services.

PERSONALITY TRAITS

Motivated and enthusiastic, I possess strong communication and problem-solving skills, both essential for effective IT support and project implementation.

SKILLS

- Ability to digest, analyze and present materials clearly and concisely
- Outstanding knowledge of IT hardware and software
- Familiarity with SAP and Office 365
- Proficient in Photoshop, Figma, WordPress, Flutter
- Good customer service and Interpersonal skills developed through work experience.
- Good understanding of network security
- Good command of the English language
- Honesty and reliability
- Ability to resolve technical and connectivity issues
- Able to solve both printer and scanner related issues
- Can ensure smooth performance of computers
- Operating systems support
- Experience in incident and escalation management

EDUCATIONAL BACKGROUND

TERTIARY-

Ghana Communication Technology University 2018-2022
Bsc. Information Technology

COURSES TAKEN

- GTL online Training graphic design
- SLIGHTLY TECHIE (Frontend Class)
- ALX Software Engineering
- User Experience Fundamentals (Udemy)
- Ui design (Udemy)
- Python

WORK EXPERIENCE

GIHOC DISTILLERIES National Service 2022 - Present

Key Responsibilities

- Resolving technical and connectivity issues
- Installation and configuration of certain software and hardware
- Troubleshoot issues
- Maintaining performance of systems
- Fixing of Printer issues
- Fixing of scanner issues
- Maintaining an inventory of software and hardware
- Monitoring internet connections for maximum uptime

GIT PLUS Industrial Attachment 2021 - 2022

Key Responsibilities

- Configuration and setting up of IDEs for software development
- Setting up environment variables for different OSs.
- Testing Existing applications and making recommendations

GRA KANESHIE M.T.O Industrial Attachment 2019 - 2020

Key Responsibilities

- File management
- Customer Service and Relation
- Data base management
- Notice of assessment

Richie Art Services (2018)

Key Responsibilities

- Photoshop
- Canva
- Screen printing Stencil
- Upgraded drawing skills
- Customer relations

LEADERSHIP/AWARDS

- Vice President- Adisadel College (CATHSU)
- Class rep - Adisadel College (2016 – 2017)
- Best Picture Making student – Adisadel College (2016 & 2018)
- League Of Tarcisians (LOT) President (St Charles Lwanga Abeka Parish) 2022-present.

REFERENCES

- Name: Mr. Daniel Appiah (Ast. Head of CFO) Contact: +33 6 40 39 07 67
Company name. Ghana Revenue Authority
- Name: Mr Emmanuel Gadasu (CEO) Contact: +233 24 391 3077
Company name. GIT PLUS
- Name: Mr Harry Poku (Head of IT) Contact: +233 50 678 3108
Company name. Gihoc Distilleries

