

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 result oriented person seeking to utilize my knowledge and skills in IT to achieve organizational goals.

PERSONALITY TRAITS

I am a highly motivated and enthusiastic person with good knowledge in visual art and information technology. I have excellent exposure to various methods in reaching organizational goals at minimal cost. I am able to use my own initiatives and work as part of a team under pressure to meet challenging deadlines. I possess first class communication skills with the will and determination needed to succeed.

EDUCATIONAL BACKGROUND

TERTIARY

Ghana Communication Technology University 2018-2022
Bsc. Information Technology

SECONDARY EDUCATION

Adisadel College 2015- 2018
West African Senior School Certificate Examination

BASIC AND PRIMARY EDUCATION

St. Theresa's Catholic School 2006- 2015 Basic
Education Certificate Examination

COURSES TAKEN

GTL online Training graphic design
Advanced my skills in Photoshop,
creation of fliers, cover arts, posters, banners, logos

SLIGHTLY TECHIE Frontend Class

Html and Css
Javascript

ALX Software Engineering
Knowledge in command line, shell,
Github usage, C, ability to meet deadlines.

WORK EXPERIENCE

GIHOC DISTILLERIES National Service 2022 - Present

Key Responsibilities

- Minor network problems

- Installation and configuration of certain software and hardware
- Troubleshoot issues
- Maintaining performance of systems
- Fixing of Printer issues
- Fixing of scanner issues
- Solving IT related issues

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
- Screen printing Stencil
- Upgraded drawing skills

SKILLS

- Ability to digest, analyze and present materials clearly and concisely
- Good organizational and time management skills developed through balancing academic studies and work.
- Good customer service and Interpersonal skills developed through work experience.
- Flexibility and adaptability to juggle a range of different task and to work extra to meet deadlines
- Honesty and reliability
- Discretion and understanding of confidentiality issues
- Able to solve both printer and scanner related issues
- Can ensure smooth performance of computers
- Operating systems support
- Excellent user of Photoshop, Figma, and WordPress, I also know my way around flutter.

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 Central Filing Office) Contact: +33 6 40 39 07 67
Company name. Ghana Revenue Authority

Name: Cynthia Kpelle Name Position. (Head of CFO)
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