C/o Mr. Peter Okyere Boateng,

P.O. Box 3197,

Accra.

**EMAIL**:okyereworkmail22@gmail.com **CONTACT**:0544720636

BIO-DATA

Date of Birth: 30th January, 1994

Nationality: Ghanaian

Marital Status: Single

Sex: Male

**CAREER OBJECTIVE**



To join a company that offers me a stable and positive atmosphere and inspires me to enhance my skills. To be effective, efficient and productive in all sectors and to utilize knowledge acquired from my field of study to help achieve organizational goals of my employer.

**PERSONAL PROFILE**



I am an enthusiastic person who enjoys contributing to a dynamic, successful and productive team. I am quick to grasp new ideas and concepts to develop innovative and creative solutions to problems.

**EDUCATIONAL BACKGROUND**

**Institution Christian Service University College**

Qualification BSc. Computer Science (2013-2017)

**Institution Kumasi Senior High School**

Qualification Wassce (2009-2013)

**WORK EXPERIENCE**



**Cocoa Health and Extension Division June 2015- August 2015**

**Intern**

* Preparing of It equipment inventory records.
* Troubleshooting of software issues.
* Computer hardware repairs.

**National Health Insurance Scheme - Ejisu September 2017 – To Date**

**National Service**

* Preparing records of cards issued to pregnant women.
* Preparing records of cards issued to school children.
* Retrieving of missing card information from local database.
* Recording of card details after renewal.
* Keeping records of bulk registrations done within communities and institutions.
* Performing of public education and crowd control during registration exercises.
* Management of card record keeping system.
* Performing any other duties assigned by my supervisors.



**SKILLS AND COMPETENCE**



* Analytical thinking and uphold strong professional ethics in decision making
* Ability to work effectively with less or no supervision
* High level of communication skills coupled with good interpersonal skills
* Excellent time management skills
* Fluent in English and Twi.
* Knowledge in Microsoft Office Suite(Microsoft Word, Microsoft Excel, Microsoft PowerPoint)
* Knowledge in Web Development(Bootstrap,Ajax,Javascript,Html,Php,Css)
* Knowledge in Visual Basic(.Net, C#)
* Knowledge in Database management(Mysql,Sql,Microsoft Access)



**SOME OF MY WORKS**



* <http://eadutechsamples.dx.am/hostelsite/>
* <http://eadutechsamples.dx.am/assembliesredesign>
* <http://eadutechsamples.dx.am/adwumapa.com>
* <http://eadutechsamples.dx.am/gsa>



**INTERESTS AND HOBBIES**



* Playing video games
* Reading books
* Listening to music and news

**REFEREES**



**Mr. Eric Agyare**

MIS Manager

National Health Insurance Scheme

Kumasi

0244157175

**Mr. Boakye Yiadom**

District Manager

National Health Insurance Scheme

Ejisu

0243209836

**Mr Oscar Acheampong**

PRO

National Health Insurance Scheme

Ejisu

0554013579