

JOSEPH ADOM MAWUKO HUKPORTY

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SUMMARY

I am motivated and detail-oriented Information Systems undergraduate with a strong understanding of IT infrastructure, data management, and business systems. I am experienced in analyzing organizational needs and supporting the implementation of digital solutions to improve efficiency and workflow. Skilled in using productivity tools such as Microsoft Excel, Power BI, and database system to support reporting, decision-making, and business operations. Adept at working in team environments, managing tasks effectively and adapting quickly to new technologies. I am focused on bridging the gap between business needs and IT capabilities to drive operational success.

CAREER OBJECTIVES

Ambitious Information Systems student seeking to apply technical and analytical skills to solve real-world IT challenges, contribute to digital transformation, and drive impactful business solutions.

SKILLS

- **Technical Skills**
 - Database Management (SQL, MySQL)
 - Systems Analysis & Design
 - Networking Fundamentals
 - Web Development (HTML, CSS, JavaScript)
 - Microsoft Office Suite (Excel, Word, PowerPoint)
 - IT Support & Troubleshooting
 - Enterprise Systems (ERP, CRM basics)
 - Data Analysis & Visualization (Excel, Power BI)
- **Analytical & Problem-Solving Skills**
 - Critical thinking in system design
 - Data-driven decision-making
 - Process optimization
 - Troubleshooting hardware/software issues
- **Soft Skills**
 - Communication (written & verbal)
 - Team collaboration
 - Time management
 - Adaptability
 - Attention to detail
- **Project & Organizational Skills**
 - Requirement gathering & documentation
 - Project planning and execution

- Agile and SDLC methodologies (basic understanding)

EDUCATION

TERTIARY

- **BSc Information Systems**
Ghana Communications Technology University January 2024 - ongoing
- **Diploma in Business Study (IT)**
Koforidua Technical University (Koforidua – E/Region) January 2022 - August 2023
- **W.A.S.S.C.E.**
St. Paul's Senior High (Denu – Volta Region) September 2014 - May 2017
- **B. E.C. E**
Hope Christian Academy (Gomoa Fetteh – C/Region) September 2021 - June 2014

WORK EXPERIENCE

- **Volunteer**
Project 665 Foundation
21 Okaijah Street
Anyaa, Accra
August 2021 – Present
Assist in sorting of reading books for donation.
Coordinates activities with the Project Coordinator
Offer administrative support to the Project Lead
Send correspondents to beneficiary schools
Any other task assigned by the Project Lead
- **Freight Forwarder**
Mokmah Shipping Services
Accra, Airport
2020 – 2023
Researching freight rates
Tracking of all shipments from their pickup points,
Ensuring delivery of shipments to their correct locations
- **Volunteer**
Democracy Hub
Suite 4 Morocco House
No 195/10 Otinkorang Street
North Kaneshie, Accra
Sept. – Oct. 2024

LEADERSHIP ROLES

Entertainment Prefect - Hope Christian Academy (Gomoa Fetteh – C/Region) 2013/2014

Youth Ministry Secretary - Church of Pentecost, Quarters Assembly, Kaneshie District - 2017-2021

LANGUAGE PROFICIENCY

- Spoken: Ewe, Ga, Twi, English
- Reading: English, French

PERSONAL INTEREST/HOBBIES

- Surfing the internet
- Watching educational videos on YouTube
- Watching movies
- Listening to music

REFEREES

Ms. Gertrude Yayra Dzidzor

Project Lead

Project 665 Foundation

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