

CANADIAN COLLEGE OF MODERN TECHNOLOGY

1 SILICON HILL

MILE 91

ASSIGNMENT ONE

NAME: HENRY MARRAH

ID NO: 19290308

DEPARTMENT: COMPUTER SCIENCE

LEVEL: YEAR THREE, SEMESTER ONE

MODULE: TECHNICAL COMMUNICATION

LECTURER: MR. PETER DANIEL KAMARA

DATE OF SUBMISSION: 13th March, 2021.

Q1

Answer

MEMO

To: The executive leadership, [LeoSet Trading Company]

From: Henry Marrah, IT Consultant

Date: March 13, 2021

Subject: Implementation of an online Trading System

As an IT Consultant of this company, I write to inform you that we have invented a new standard online Trading System which will help our business. This trading system will help solve the problems we encountered during the time marketing process.

Below are some of the benefits of this software system

- Increase income: by using this system to do our online trading, it will attract more customers to go in for our goods. And this will raised our income.
- Accessibility: this System allowed costumer from outsiders to buy our goods and to know our goods.
- Complete control: It allows you to have complete control over your portfolio. You can place trade orders from anywhere anytime. That is the kind of flexibility you get due to online trading system.

We would like to recommend that, the company abandon its current system of trading and replace it with online trading system for our organization because I think is the best way to attract costumer outside. This will lead us to get high income and more controllable to the product.

Thank you all.

Q 3. Write your CV suitable for selection purpose in any IT company

Answer

CURRICULUM VITAE (CV)

PERSONAL DETAILS:

NAME: Henry Marrah

DATE OF BIRTH: 5th July, 1997.

PRESENT ADDRESS: Mile 91.

NATIONALITY: Sierra Leone

SEX: Male

MARITAL STATUS: Single

LANGUAGE SPOKEN: English, Krio, Kurankoh, and Themne.

CONTACT NUMBER: +23277-497-006 / +23278-931-732

EMAIL: hmarrah308@ccmtsl.com

EDUCATIONAL BACKGROUND

YEAR	INSTITUTION	QUALIFICATION
2003-2009	R.C Primary school – Bumbuna	National Primary School Examination (NPSE)
2009- 2013	Saint Matthew’s Secondary School - Bumbuna	Basic Education Certificate Examination (BECE)
2013- 2017	Saint Matthew’s Secondary School - Bumbuna	West Africa Senior School Certificate Examination (WASSCE)
2018 - To	Canadian College Of Modern	Bachelor’s Degree in

Present	Technology – Mile 91	Computer Science in the Making
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WORKING EXPERIENCE

YEAR	COMPANY	POSITION
2015-2016	Africa Mineral Ltd	Senior Security
2017-2019	MIRO Forestry Ltd	Supervisor
2020-2021	africell SL Ltd	Network architect

SKILLS

- I love to do research by visiting library, and I also like to read books.
- I can read and write.
- I know software packages like Microsoft Word, PowerPoint, Excel and Publisher.
- I know how to drive a Moto- circle and Moto-bike. Etc.

REFEREES:

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