

# KWAME OSEI TUTU FORDJOUR

kwame.notford@gmail.com +233546941449 +233509138143

Lakeside Estates, Community 8, Accra, Ghana.

---

## PROFESSIONAL SUMMARY

With over 8 years of experience as a Graphic Designer, I excel in creating innovative, research-driven designs that resonate with audiences. I also bring 6 years of backend development expertise, specializing in building and integrating APIs for mobile and web applications using PHP, Python, Java (Android), and JavaScript. My diverse career journey includes roles as a Retail Account Manager and Assistant Store Manager, where I developed strong interpersonal, organizational, and customer service skills. As an IT Manager, I gained extensive experience in SQL programming and LAN installation. Currently, as a Junior Operator at Allied Amusement Ltd, I combine my technical and operational expertise to ensure the smooth functioning of amusement equipment across international branches. Detail-oriented and adaptable, I aim to leverage my multifaceted skill set to contribute to a progressive organization.

---

## KEY COMPETENCIES

### Technical Expertise

- Software Development
- Graphic Design
- IT Management

### Managerial and Operational Skills

- Retail and Sales Management
- Personal Assistance

### Communication Skills

### Interpersonal and Organizational Skills

- Customer Relations
- Team Collaboration

### Organizational Skills

---

## PROFESSIONAL EXPERIENCE

### Junior Operator

#### Allied Amusement Ltd

Feb 2025 - Present

- Contribute to the day-to-day operations at Allied Amusement Ltd, a leading South African company specializing in the amusement industry, with international branches.
- Support the smooth functioning of amusement equipment and services across various regional branches.
- Work directly with senior operators to ensure efficiency, safety, and customer satisfaction.
- Assist in troubleshooting, maintenance, and the operation of amusement machinery.
- Collaborate with the teams across Ghana, Nigeria, Tanzania, Côte d'Ivoire, and South Africa to enhance operational procedures and quality control.

### Retail Manager

#### TabZ Restaurant

Jun 2023 - Apr 2024

#### The Rave Sports Bar

Jul 2023 - Nov 2024

- Provided customer service and supervised sales and inventory activities.
- Formulated pricing policies and managed promotional campaigns.
- Recruited, hired, and trained retail staff.
- Maintained customer satisfaction and developed personal connections.

### Notford Studio & IT Solutions (CEO/Founder)

Oct 2016 - Present

#### Fullstack Developer/Software Engineer/Graphic Designer

- Met with clients to gather requirements and provide technological solutions.
- Created technical designs and specifications, developed architecture diagrams, and ensured timely delivery of software.
- Designed and produced marketing materials such as flyers, email blasts, and presentations.

### Nas Plumbing & Sanitary Wares

Jul 2020 - Jan 2023

#### Manager

- Developed marketing plans to increase sales and manage costs.
- Managed day-to-day operations including inventory, customer service, and staff training.
- Resolved customer and employee issues and managed store appearance and paperwork.

**Personal Assistant & IT Manager**

- Automated manual processes and maintained computing environments.
- Evaluated technology needs and recommended upgrades.
- Managed daily operations, appointments, calls, and emails.
- Provided clear communication on business plans and associate performance.
- Handled banking, bookkeeping, and procurement tasks.

---

**EDUCATION & CERTIFICATIONS**

**Graduate Diploma in Full Stack  
Development/Software Engineering**  
ALXSE

**Certificate in Data Science**  
IBM

**Diploma in Office Administration**  
Study Section

**EXTRACURRICULAR ACTIVITIES**

**Certificate in Ministry**  
Holy Hill Bible College A/G

**Certificate of Competence in Software  
Engineering and Android App Development**  
Career Blueprint

**Drivers License**  
Class B