

Charles Sarfo

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Personal statement

As an individual with an unquenchable thirst for knowledge and a deep commitment to customer care, team player and accomplishing any task given. I have always approached life with an insatiable curiosity and a dedication to learning. The pursuit of knowledge and the well-being of those I serve have been my guiding lights, propelling me to explore and understand the world around me while delivering exceptional service.

Key Skills

- Technical support and assistance
- Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
- Excellent communication skills, both written and verbal
- Software and Hardware Installation
- Website Development
- Computer maintenance
- Hardware Installation
- Customer relation management
- CCTV camera installation and configuration
- Graphic design
- HTML, CSS, JS, C++
- Networking

Employment History

Intern to IT Support, Peninsula Resort and Golf Club, Akosombo, Ghana

(October 2022 – January 2023)

Achievements and responsibilities:

- Troubleshoot telephonic, Wi-Fi and Printer networks
- Install and configure CCTV cameras
- Cable Termination and Keystone
- Created an excel sheet for smooth stock taking
- Hardware replacement
- Set up conference room for meetings ensuring the availability of projector and sound

Printer, Sky Prints, Akosombo, Ghana

(June 2014 – March 2015)

Achievements and responsibilities:

- Presenting a professional and friendly first impression of the firm to all visitors and clients
- Edit clients documents for printing

- Type documents upon clients request
- Organising stationery orders and liaising with suppliers to meet business requests
- Graphic designing

Education

Koforidua Technical University

(January 2021 – October 2023)

HND Computer Network Management

Akwamuman Senior High School

(August 2010 – June 2013)

WASSCE, General Arts, including Maths and English

Hobbies & Interests

I am a man of many talents. I am good at soccer, playing the piano, reading, and teaching, fast learner, a little knowledge in electrical wiring, photographer and love to design flyers

Communication

I am a good communicator who is very fluent in English Language

Leadership

- Detail-oriented team player with strong organizational skills
- Ability to handle multiple projects simultaneously with a degree of accuracy
- SRC Vice President for Koforidua Technical University 2022-2023 academic year

References

References are available upon request.