

Kelvin Samuel Klutse

CISO/IT SUPPORT/SOFTWARE DEVELOPER

[Web Portfolio](#)

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Greater Accra, Ghana

vankelvin603@gmail.com

0202950603 | 0546105100

PROFESSIONAL EXPERIENCE

IT SPECIALIST/CHIEF INFORMATION SECURITY OFFICER | BOLINGO CONSULT - ACCRA, | JULY 2022 - PRESENT

Led the company to ISO certification through successful internal and external audits as the Chief Information Security Officer (CISO).

Oversee IT operations, ensuring compliance with ISO standards, and implementing Information Security Management System (ISMS) in alignment with BOLINGO Headquarters strategy.

Manage a team responsible for the installation, upgrade, and maintenance of IT equipment, including client computers, printers, servers, and network devices.

Monitor and enhance the security of hardware and software, implementing measures to prevent data leaks and vulnerabilities.

Coordinate incident and escalation management, resolving technical and connectivity issues to maintain a secure working environment.

Ensure compliance with BOLINGO Standard Policies and Guidelines for all IT systems.

Maintain an inventory of software and hardware.

WEB DEVELOPMENT MANAGER | BOLINGO CONSULT - ACCRA | JULY 2022 - PRESENT

Developed and managed various projects, including the creation of a multilingual news website (<https://akannews.com>) and the redesign of the main company website (<https://bolingoconsult.com>).

Utilized WordPress, JavaScript, CSS, and PHP to enhance platform functionality and user engagement.

Led the development of a voice-over website (voices.bolingoconsult.com) and an e-learning platform (kingura.com), contributing to increased user engagement and service requests.

Implemented modern web development practices and optimized user experience, resulting in significant increases in website visits, sales, and community growth.

I.T SUPPORT/WEB DEVELOPER | SHAQ EXPRESS - ACCRA, GHANA | JULY 2021 - JANUARY 2022

Provided critical IT support and Helpdesk assistance to the customer service department.

Conducted desktop updates, patching, and malware scans to maintain a secure and up-to-date IT environment.

Led the redesign of the ShaQ Express website, leveraging Laravel, JavaScript, and CSS to enhance functionality and user experience.

Ensured smooth internet connectivity for uninterrupted online operations.

EDUCATION AND CERTIFICATES.

B.Sc. in Information Technology | Accra Institute Of Technology | 2022

Diploma in Information Technology | Accra Institute of Technology | 2017

TECHNICAL SKILLS

Proficient (3+ years): CSS, JavaScript, ES6, Webpack, MySQL, Git.

Intermediate (1 year): Reactjs, Express, MongoDB, Sass.

Studying: ReactNative, NodeJs.