**ABDUL-MATINU IBRAHIM**  
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**PROFESSIONAL SUMMARY**

Motivated and detail-oriented Computer Science graduate with experience in data management, monitoring and evaluation, and community engagement. Skilled in Microsoft Office 365, programming languages (C++, Java, Visual Basic, QBasic, MySQL), and data analytics. Passionate about leveraging technology to drive efficiency and problem-solving in dynamic environments. Strong analytical, communication, and teamwork skills.

**WORK EXPERIENCE**

**Accounts Monitoring Assistant (Casual)**

**Max Colour Technologies** | Apr 2023 – May 2023

* Monitored outstanding payments and identified pending receivables.
* Investigated historical debt data and developed strategies for timely collections.
* Resolved customer credit issues and implemented corrective actions.

**Volunteer**

**Births and Deaths Registry, Tamale** | Dec 2018 – Present

* Managed daily data entry tasks to maintain accurate records.
* Assisted in administrative duties and other assigned tasks.

**Intern – Data Entry & IT Support**

**Births and Deaths Registry, Northern Region** | Aug 2018 –Present

* Performed data entry operations, ensuring efficiency and accuracy.
* Assisted with basic IT troubleshooting and interviewed clients.

**Intern – IT & Administrative Support**

**Savannah Agricultural Research Institute** | Jun 2018 – Jul 2018

* Provided technical support in office IT operations.
* Assisted in secretarial duties and supported documentation processes.

**EDUCATION**

**University for Development Studies, Ghana**

* **BSc. Computer Science (Second Class Lower Division)** | 2016 – 2019
* **Diploma in Computer Science** | 2014 – 2016

**The Ghana-India Kofi Annan Centre of Excellence in ICT (AITI-KACE), Accra**

* **Certificate in Data Analytics with Power BI** | Oct 2024 – Dec 2024

**ISC2 Certification**

* **Certified in Cybersecurity**

**Tamale Senior High School**

* **WASSCE – General Science** | 2011 – 2014

**RESEARCH EXPERIENCE**

* **Remote Corporate Meeting Administration & Scheduling System** | 2019
* **Project Proposal Development – Garimata in Saboba** | 2016
* **Problem Identification & Resource Mapping – Katanga 1, Salaga Municipal** | 2017

**SKILLS & COMPETENCIES**

* **Technical Skills:** Microsoft Office 365, MySQL, Power BI, Programming (C++, Java, Visual Basic, QBasic)
* **Analytical & Problem-Solving:** Data analysis, system evaluation, critical thinking
* **Soft Skills:** Strong communication, teamwork, adaptability, and leadership
* **Network Management:** Troubleshooting, system monitoring, and security

**REFERENCES**

1. Dr. Mahmud Ibrahim (Senior Lecturer, Uuniversity of Cape Coast)

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1. Mr. Mutala Kpambie Issah (Journalist, Ghana Broadcasting Corporation)

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3. Mr. Abdul-Aziz Sayibu (Assistant Registration Officer,Tamale)

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