

# FRANCISCA ANIMA COHEN

## (Bachelor of Science (Hons) Information Technology)

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**Address:** P. O. Box AN 96, Alajo | **Tel:** +233 200396452, +233 244699008 |  
**Email:** akosuaanima73@gmail.com

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### CAREER OBJECTIVE:

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A highly motivated Information Technology graduate, who enjoys being part of a successful and productive team. Quick to assimilate new ideas, concepts and demonstrating an analytical approach to solving problems and issues. Currently looking forward to joining a suitable organization that rewards hard work and offers good opportunities for career development.

### COMPETENCIES:

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- ❖ Deployment of I.T. infrastructure components
- ❖ Installing and configuring of medium-size routers
- ❖ Hardware sourcing, involving the specification and procurement of I.T. infrastructure hardware like servers and networking equipment for enterprise use

### PROFESSIONAL SKILLS:

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- ❖ Fair knowledge of Microsoft Windows Server and Cloud Computing
- ❖ Fair knowledge of relational database systems such as Microsoft SQL Server, Oracle Database, MySQL and Microsoft Access
- ❖ Working knowledge of Microsoft Office suite LibreOffice
- ❖ Fair knowledge with Python, C++, Visual Basic, and SQL
  - o Familiarity with HTML, CSS, Java, JavaScript and Joomla

### EDUCATION/CERTIFICATION:

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Bachelor of Science, Information Technology, GTUC, Accra, Ghana  
WASSE, General Arts, Kwanyako Senior High, Central Region, Ghana

**Certifications:**

Cisco Certified Network Associate (CCNA)  
Data Analytics with python  
Google IT Support Professional

**CAREER DEVELOPMENT ONLINE COURSES:**

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- Learning Cloud Computing: Core Concepts, LinkedIn Learning
- Python Programming, LinkedIn Learning
- Cybersecurity, (ISC)2 Certification

**CAREER DEVELOPMENT TRAINING PROGRAMMES:**

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- Two weeks intensive training in python

**PROFESSIONAL EXPERIENCE:**

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**IT Officer, Eden Family Hospital****Oct. 2020 – 2024**

- Configuration, installing and updating of software
- Smooth running of the hospital management system at all time
- To maintain and make sure update is done from time to time
- To ensure that communication to our clients via SMS, emails are efficient
- To ensure that all hardware equipment, CCTV, intercoms are in good working conditions at all times
- Generating and submitting of private insurance claims

**National Service, Ghana Revenue Authority Workers' Union****Sept. 2019 – Aug. 2020**

- Electronic filing of documents
- Data entry and analysis
- Keeping inventories of office stationeries
- Assisting in Network cabling
- Receiving, sorting and filing of document for easy retrieval.
- Other administrative duties

**Intern, Women's World Banking Ghana (WWBG)****Jun. 2017 – Aug. 2017**

- Ping the IP addresses to check the latency of the network of other branches.
- Monitoring the server of other branches

- Installations of software
- Installing and testing new equipment
- Assisting in fixing new network ports in other offices.
- Termination of cables

## **LEADERSHIP AND VOLUNARY WORK EXPERIENCE:**

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### **Financial Secretary (Local Representative),**

Pentecost Co-operative Mutual Support and Social service society limited, Feb 2019 – Present

## **OTHER SKILLS:**

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- ❖ Good analytical skills | Excellent interpersonal and communication skills
- ❖ High ability to practice discretion and professional ethics
- ❖ Strong Leadership and Adaptability Skills
- ❖ Excellent troubleshooting skills

## **REFERENCES:**

Available on request