

ANDREW KWEKU NYAN

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PROFILE

A result oriented young man, independently self-motivated who enjoys new challenges. A creative, proactive and strategic thinker with strong communication skills. I am seeking part time employment to boost my income and develop my existing skills. I am hardworking, reliable, and have developed good communication skills.

EMPLOYMENT HISTORY

Feb 2021 — Jul 2022 Assistant Branch Manager- Obeng Asare & Son's Ltd Accra

- Assistant to the branch manager.
- Overseeing of financial transactions
- Preparing weekly sales reports
- Taking inventory

May 2020 -February 2021 Hot Lotto House Accra ●

Worked as the assistant branch manager.

- Handled phone enquiries
- Handled financial transactions

17th December 2019 Electoral Commission of Ghana - Accra

- Assisted the Presiding Officer in setting up the voting booth and arranging materials for the voting process to commence.
- Worked as a Biometric Verification Officer.
- Verified voters using the BVD
- Assisted the Presiding Officer in the collation of ballots after voting had ended.

Vision 2000 Company Ltd.— Accra (June 2018)

Secretary

- Handled phone enquiries, dealing with customer complaints ● Maintained files and software documents.
- Operated tills and handled financial transactions.

Jan 2016 - Dec 2016: Kris View Luxury Hotel —

Accra

Housekeeper

- Understanding the needs of customers

- Attended training programs to enhance knowledge and skills in handling customers complaints which resulted in an increased number of loyal and committed customers for the company.
- Used initiative to find solutions to customer problems in a calm manner.

EDUCATION

Jan 2023 - Current	BSc Information Technology -Accra Institute of Technology	Accra
Jan 2022- Oct 2022	Diploma in Information Technology - Supreme College	Adenta
July 2017- Nov 2017	Certificate in IT - Agape Harvest Institute	Accra
Sep 2012 — May 2015	WASSCE - St Andrews Senior High	
Assin Fosu		

Sept 2008- April 2011 BECE, Bubiashie SDA Prep/JHs
Accra

SKILLS

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| <ul style="list-style-type: none"> • Fast Learner • Communication Skills Customer • Proficient in MS Word and Excel | <ul style="list-style-type: none"> • Web Designing (HTML, CSS, JavaScript) • Good Communication Skills • Experience with GitHub |
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PERSONAL QUALITIES

- Hardworking and Analytical
- Innovative Problem-Solver
- Proactive and Self-Motivated

INTEREST

- Programming and Coding (HTML, JavaScript, CSS)
- Artificial Intelligence and Machine Learning
- Football

PROJECTS

- Team lead for a project involving campus network simulation using the Cisco Packet Tracer.
- Part of a team that was tasked to build a CMS as a final project during I4G+Zuri Training 2022 (https://github.com/andreu519/Team-16_My-CMS)

REFERENCES Available on request.