

CURRICULUM VITAE

Name: Benjamin Otoo

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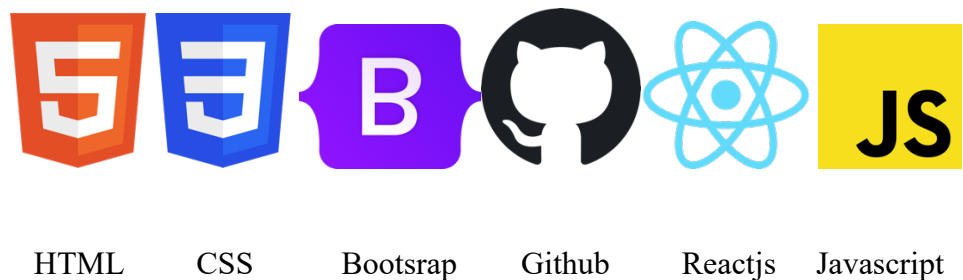
Personal Statement

An enthusiastic and dedicated professional with practical experience across major areas of Management, Administration, Information Technology as well as Web and Graphics. I am a responsible and ambitious person, and always develop a mature approach to any task I undertake. I can easily build relationships and very capable with working in a team as well as lead others to achieve objectives. I am also very versatile and a quick learner.

Skills

- Programming
 - Administration and Management
 - Graphic and Website Designing
 - Basic Software and Hardware Management
 - Microsoft Office
 - Research Work and Writing
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Applications



Career History

2020 – (IT & Operations) , AFRICAN BUSINESS TRADE CHECKS LTD

ROLES:

- Review of Proposals by Business Development officers, research works and coordinating operations.
- Management of company networks
- Creation and management of all programs and codes.
- Acquisition of IT equipment, distribution and installation of various software.
- Periodic diagnostics and servicing of IT equipment.
- Design Company presentations, brochures, flyers, Letterheads, call cards and souvenirs.
- Development, design and management of company website.

2018- (National Service Person), JIRAHLIVE ENGINEERING COMPANY

ROLES:

- Calculate employee salaries; distributing checks; maintaining records.
 - Design Company presentations, brochures, flyers, Letterheads, cards and souvenirs.
 - Administer employee benefit programs.
 - Maintain human resources records by recording new hires, transfers, terminations, changes in job classifications.
 - Track vacation, sick leave, personal time off among others.
 - Document human resources actions by completing forms, reports, logs, and records.
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2017- (Internship) Administrative Assistant for MILYASH LIMITED

ROLES:

- Manage the Managing Director's calendar and remind him of upcoming meetings and appointments.
- Provide administrative support to the Managing Director and other staff members.
- Writing of reports on happenings in the office after every week.
- Send emails to existing clients and upcoming clients asking about services and how the company can be of assistance.

Education

2021: Software Engineering (CodeTrain Ghana)

2019: Google Certification for Africa (Digital Marketing Fundamentals)

2015: Parker Multimedia (Photoshop and Illustrator)

2013 to 2017: Kwame Nkrumah University of Science and Technology studied History and Economics (1st Class Degree)

2009 to 2013: Prempeh College (Economics, Geography, Elective Math, History)

Honors

Graduated with a First Class Degree - 2017(KNUST)

Sole Designer of the KIDS IN TOURISM magazine - 2019

Interest and Hobbies

Research Work, Photography, Art & Sports (Soccer)

Referees

Ali Yakubu Nyaaba Phd

Lecturer and Supervisor, KNUST

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Mr. Hassan Moro

Manager, Milyash Limited

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