Eric Kodzo Ayi

CONTACT

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✉ ayieric7@gmail.com

🏠 GA-441-7501, Nungua

🌐 grinbox.com

SKILLS

MS Word, MS Excel
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Web Development
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Strategic Planning
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Technical Writing
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Business Communication
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LANGUAGES

ENGLISH ■ ■ ■ ■ ■

HOBBIES

Seasoned Technical Support Officer with 3 years of comprehensive experience in Software development. Methodical and meticulous professional polished in identifying technical issues and solving them. Excellent quantitative and critical thinking abilities paired with advanced knowledge of SQL and JAVASCRIPT.

WORK HISTORY

Business Analyst, IT Officer, Tulip Groupe — 2020-2022

- Analyses potential businesses in Ghana regarding real estate, tourism and agriculture
- Designed and regularly updates the company's real estate brochure.
- Performs periodic maintenance on the company's website and online workspace (Google Drive)
- Manages the company's database.

MRW Operator, NIA, Ghana — 2018-2020

- Captured biometric data (fingerprints, iris & portrait) of potential citizens
- Entered applicants' biographic data including verification of relevant documents, and scanning them
- Cross-examined filled application forms for any possible errors that may occur during applicants' interview
- Identified issues, analyzed information and provided solutions to problems.

Technical Support Engineer (NSS), CSIR-IIR — 2016-2017

- Created plans and communicated deadlines to ensure projects were completed on time.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.
- Oversaw daily operations to ensure high levels of productivity.
- Led projects and analyzed data to identify opportunities for improvement.

EDUCATION

B.Sc. Chemical Engineering — 2012-2016

University of Science and Technology

Certificate — 2008-2012

Keta Senior High Technical School

CERTIFICATIONS

Full-Stack Engineer Career Path	2022
Learn jQuery course	2021
Learn Sass course	2021
Learn Vue.js course	2021