

Elton Asamoah-Mantey

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Summary

I am a frontend web developer with a good foundation in React.js, JavaScript, HTML, and Tailwind CSS. After several years in administrative roles, I've transitioned into tech, where I apply my attention to detail and organizational skills to build responsive, user-friendly web applications. I'm passionate about creating clean and efficient code that brings designs to life, and I'm driven by the challenge of solving complex problems to improve user experience. I'm excited to contribute to innovative projects that make an impact in the digital world.

Hard Skills

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Database management
- Project coordination and scheduling
- Document management and compliance auditing

Soft Skills

- Excellent verbal and written communication.
- Strong organizational skills and attention to detail.
- Problem-solving and critical thinking
- Tech-savvy with a good understanding of database management.
- Effective team player with a collaborative approach.
- Time management.

Programming Skills

- React.js.
- Javascript.
- HTML
- CSS
- Tailwind Css

Experience

Administrative Manager at GE-KAMS GH. LTD (June 2023 – May 2024):

- Oversaw daily office operations and procedures.
- Maintained accurate records of project documentation, contracts, and correspondence
- Managed accounts payable and receivable
- Assisted in the coordination of construction projects, including scheduling, budgeting, and resource allocation.
- Prepared regular reports on project progress, budget status, and administrative activities.
- Managed relationships with suppliers and service providers.
- Negotiated contracts and agreements to ensure favorable terms for the company.

Executive Assistant to the Head of High School (International Community School) – Accra (September 2018 - August 2022)

- Handled correspondence, scheduled and coordinated meetings, and prepared reports and presentations.
- Managed documents, liaised with staff and suppliers, and covered reception duties.
- Maintained school databases and performed periodic audits for compliance.

Teacher (International Community School) – Kumasi (September 2016 - August 2018)

- Developed and implemented teaching programs and daily lessons.
- Engaged students with activities and materials, evaluated academic performance, and communicated progress to parents.

Achievements

- As an Administrative Manager at GE-KAMS GH. LTD, I successfully oversaw daily office operations, ensuring efficiency and smooth functioning. I optimized procurement processes, and reduced administrative bottlenecks which improved our overall productivity.
- I maintained accurate financial records and tracked expenses, which contributed to cost-effective decision-making.
- I trained intern interns to confidently manage the office and handle correspondence without supervision.
- As part of the core team of Smile Heart Ghana(A foundation for the underprivileged), I have helped raise over Ghs 10,000 to support students and children in different schools across the country.

Education

- **May 2024 - August 2024** Junior Web Developer (Frontend),
Meltwater Entrepreneurial School of Technology - Accra
- **May 2024 - August 2024** Web Development Fundamentals,
IBM - (Online)
- **November 2011 - June 2015** B.A. Economics (2nd Class Upper),
Kwame Nkrumah University of Science and Technology - Kumasi
- **October 2007 - May 2011** West African Senior Secondary School Certificate Examination (WASSCE),
- **Opoku Ware Senior High School.**