

CURRICULUM VITAE

PROFILE

A self-motivated, transformative and innovative computer science graduate with a specialty in hardware and networking. I have worked and undergone internship training under the best I.T Infrastructure. Trained under effective supervision and monitoring with good communication skills and working relations. Result oriented and a team player in carrying out duties with the highest professional and ethical standards of conduct and adaptive in aspects of life and working environment.

Higher National Diploma (HND) in Computer Science with two years of experience in major aspect of Information Technology. I stand to build a career in a growing organization, where I can prove my abilities by accepting challenges, fulfilling the organizational goals and climbing the career ladder through continuous learning and commitment.

PERSONAL INFORMATION

Full Name:	Emmanuel Ntiamoah
Date of Birth:	12 th June, 1990
Gender:	Male
Nationality:	Ghanaian
Language Spoken:	English, Twi, Ga and Hausa
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EDUCATIONAL BACKGROUND

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|-----------------|---|
| 1. Institution: | Accra Polytechnic |
| Year: | September 2012 – August 2015. |
| Location: | Accra Tudu – Greater Accra |
| Course: | Computer Science (Hardware and Networking opt.) |
| Qualification: | Higher National Diploma (HND) Computer Science. |

2. Institution: Action Senior High/Technical School
Year: September 2007 – May 2011.
Location: Madina Estate – Greater Accra
Course: Business (Financial Accounting opt.)
Qualification: West Africa Secondary School Certificate Examination (WASSCE).
3. Institution: Hope in Christ Prep. School
Year: September 1995 – April 2006
Location: Laterbiokoshie – Greater Accra
Course: Basic Education
Qualification: Basic Education Certificate Examination (BECE).
4. Institution: Royal Gospel Prep. School
Year: September 1992 – August 1995.
Location: Laterbiokoshie – Greater Accra
Course: Basic Education
Qualification: None.

NATIONAL SERVICE

Organization: Ghana Education Service

Planning, Statistics and Data Collection Department.

Ningo-Prampram District.

Duration: September 2015 – July 2016.

Duties:

1. Assisted in the preparation of the Annual District Education Operational Plan (ADEOP) 2015 – 17.
2. Assisted in the Preparation of Annual District Performance Review (ADPR) - Quarterly Report. (4th Quarter of 2015 and 1st of Quarter 2016) for presentation at the Ningo-Prampram District Assembly.
3. Data Entry of School Report Cards using the SRC Software.

4. Assisted the Exams Officer to analyze Basic Education Certificate Examination (BECE) results with SPSS Software within the district.
5. Assisted the EMIS Officers to conduct 2016 annual schools census workshops in the Ningo-Prampram District.
6. Vetting of questionnaires from various schools who participated in the workshop.
7. Entering data from Public and Private Schools using Educational Management of Information System (EMIS) Software.
8. Performed other works assigned to me by my supervisors.

WORKING EXPERIENCE

1.

Organization: Ministry of Chieftaincy and Traditional Affairs.

Duration: February 2014 to December 2014.

Position: I.T Technical Officer.

Duties:

1. Website Development and Maintenance Support.
2. Windows Server Administration.
3. Network (LAN, WLAN, VPN) and Internet Monitoring/Security.
4. Diagnosis and troubleshooting of computers.
5. Antivirus update and renewal.

2.

Organization: Spring of Life International School.

Duration: June 2011 - September 2012

Position: Class Teacher

Duties:

1. Preparing of lesson note.
2. End of term assessment.
3. Recording of student's register.

INTERNSHIP TRAINING

Organization: Ministry of Chieftaincy and Traditional Affairs.

Duration: June 2013 to September 2013.

Duties:

1. Setting up of desktop computers.
2. Assembling of computers (Hardware).
3. Configuration of computer peripherals (printer, wireless adapter, router etc.).

REFEREES

1. Mr. John Aheto
GES (Ningo-Prampram District)
Head of Planning, Statistics and Data Collection Dept.
2. Mr. Wisdom Torgby
Accra Polytechnic
Lecturer Computer Science Dept.
3. Kwabena Denkyira
Director (ADM)
Ministry of Chieftaincy and Traditional Affairs