



**Emmanuel Roger Korkollie**

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## **PERSONAL INFORMATION**

*Date of Birth : January 31, 1997*  
*Place of Birth : Ganta City, Nimba County*  
*Nationality : Liberian*  
*Marital Status : Single*  
*Religion : Christian*  
*Father's Name : Saye K. Goble*  
*Mother's Name : Mamie Mealay*

## **PROFILE**

*I am a Professional Desktop Publisher with good communication and writing skills, fast and accurate typist with vast knowledge in providing services to the Public.*

## **EDUCATION BACKGROUND**

*2024-2025 : Student, PYJ Polytechnic University*  
*Studying Information Technology*  
*Majoring in Web Site Development*  
*Ganta City, Nimba County-Liberia*

*2018-2019 : High School Graduate with Diploma*  
*Francis N. Maweah Public School*  
*Ganta City, Nimba County*

*2015 : Obtained Certificate in Professional*

*Computer Program Training for the period of  
six months in MS Word, MS Excel, MS PowerPoint,  
MS Publisher & MS Access Database  
Bangladesh Liberia Friendship Center  
Ganta City, Nimba County-Liberia*

## **JOB EXPERIENCE**

*2020-present : Manager/Desktop Publisher  
King's Printing Service, Opposite JW Pearson School  
Ganta City, Nimba County-Liberia*

### **Responsibilities:**

- ✎ Make sure that every financial record is put together and reported to my boss daily.*
- ✎ Provide every necessary effort to satisfy clients' needs.*
- ✎ Make sure that all of my working materials are available every month.*
- ✎ Collaborate with my boss to make sure that our Government Annual Taxes are paid on a regular basis.*
- ✎ Make sure to satisfy clients at all times.*
- ✎ Manage working equipment for the company and make report on damaged material(s)*

*2018-2020 : Desktop Publisher, Tormentai Inc.  
Ganta City, Nimba County*

### **Responsibilities:**

- ✎ Provide require services for clients at all time.*
- ✎ Preparing Receipt and quality work for clients.*

## **REFERENCES**

*Mr. Kwazino King*

*CEO, King's Printing Service*

*Ganta City, Nimba County*

*Tel: 0775970107/0888807447*

*Bro. Thomas Wonnah*

*Assist. Manager, Tormentai linc.*

*Ganta City, Nimba County*

*Tel: 0880502847/0881517724*