

# ADWOA AMPOFUA ADJEI-MENSAH

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## PROFESSIONAL SUMMARY

I am a self-motivated individual who is able to lead, a team player and can also work under minimum supervision and produce quality results. Proficient in AWS services, including EC2, S3 and IAM and I am also passionate about staying up-to-date with the latest advancements in cloud computing. Keen to work within a successful and dynamic organization where I will be able to share and develop skills. .

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## SKILLS

- Cloud Computing Fundamentals
- Amazon Web Services knowledge
- Proficient in Python Programming Language
- Familiar with Linux operating system
- HTML/CSS
- Attention to details
- Multitasking and Time Management
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Adaptability
- Leadership
- Excellent communication and interpersonal skills

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## WORK HISTORY

**Jan 2021 - June 2023 || Assistant Officer || Ghana Cocoa Board; Cocoa Management System**

- Interacting with cocoa farmers for data compilation and issuing of Cocoa Identification Cards
- Editing and compiling of daily and weekly reports as an Operational Lead to the Zonal Lead.
- Sensitization of the importance and benefits of cocoa management system to cocoa farmers
- Traveling through cocoa regions and districts for data collection.

**Dec 2020 || Verification Officer || Electoral Commission of Ghana**

- Scanning of QR codes from the voters List with the Biometric Verification Device.
- Verifying voters with the use of the Finger print scan or the Facial scan or Manually on the Biometric Verification Device.
- Worked together with the Presiding Officer and the other Officials peacefully to sort, count and declare the results at Manhean 5 JSS Polling station.

**Sept 2019 -Aug 2020 || National Service || Ghana Cocoa Board; Scholarship Departments**

- Dispatching of documents and letters to other departments and COCOBOD subsidiaries.
- Receiving of letters addressed to scholarship department
- Vetting of students for COCOBOD Scholarship.
- Calling and recording of schools with COCOBOD scholarship beneficiaries to request for outstanding claims.

**June 2018 || Internship Training || Societe General Ghana; Industrial Area Branch**

- Handling of returned checks (bounced checks)
- Recording of ATM cards and their pin codes
- Preparing of banker's Drafts
- Calling of clients for requirements and for the collection of their check books and ATM cards
- Sorting and organizing of files

**July 2017-August 2017 || Internship Training || Ghana Cocoa Board; Scholarship Department**

- Assessing of students results
- Sorting and organization of file

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**EDUCATION**

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- JANUARY 2024 || AMAZON WEB SERVICES CLOUD COMPUTING CERTIFICATION || GHANA - INDIA KOFI ANNAN CENTER OF EXCELLENCE IN ICT, ACCRA -GHANA
- JUNE 2019 ||BACHELOR OF ARTS IN SOCIOLOGY; HUMAN RESOURCE || KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY || KUMASI,GHANA
- MAY 2014 ||WEST AFRICAN EXAMINATION CERTIFICATE ; GENERAL ARTS || ST.ROSES SENIOR HIGH SCHOOL|| AKWATIA, GHANA

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**REFEREES**

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**Mrs. Alice Allotey**

Societe Generale Ghana,  
Deputy Branch Manager,  
Kaneshi branch  
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**Mr. Enoch Tettey Martey**

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