

## Mahonne Akyempon

Gomoa Buduatta Junction, Gomoa East, Central

**Mobile:** +233263769219 / +233593509610 **Website:** <https://makyempon.github.io> **E-mail:** mahonnea3@gmail.com

### Personal Profile Statement

I am a hardworking and trustworthy professional with the ability to work independently or as part of a team. Quick to learn and adapt, I consistently demonstrate punctuality. With a strong foundation in tech support, I am skilled at troubleshooting, problem-solving, and ensuring smooth IT operations while providing top-notch service to end-users.

### Educational Background

Period	School	Location
2024 - 2025	LindedIn	Online
2022 - 2024	Alison	Online
2019 - 2020	Coursera	Online
2018 - 2019	Freecodecamp	Online
2015 - 2018	Ideal College	Lapaz

### Certificates

Year	Certificate
2025	Career Essentials in System Administration
2024	Diploma in Information Technology Support
2020	Google Technical Support Fundamentals
2019	Responsive Web Design
2018	WASSCE
2015	BECE

### Work Experience

Period	Responsibilities:	Company/Institution
2019 - 2020	Sales Person <ul style="list-style-type: none"><li>• Maintaining clients records</li><li>• Assisting customers with purchases</li><li>• Building relationship with existing customers</li><li>• Preparing monthly and weekly reports</li></ul>	Pinuno Software Company (Pinuno Software Company Denebstraat 24, 3204 AJ Spijkenisse, the Netherlands)
2022 - 2023	Fuel Attendant <ul style="list-style-type: none"><li>• Greeting customers</li><li>• Cleaning windscreens and checking water and oil levels</li><li>• Pumping fuel for customers</li><li>• Cash handling</li></ul>	Puma Energy (Puma Energy, Accra Odorkor)
2023 - 2024	Teacher (Assisting Head) <ul style="list-style-type: none"><li>• Organizing school events</li><li>• Relation with parents</li><li>• Managing Staff</li><li>• Teaching</li></ul>	Perfect Child Academy (Gomoa Akosti)

2024 -

Teacher

Tlims Montessori School (Gomoa Akosti)

- Preparation of scheme of work
- Preparation of lesson note
- Teaching and grading
- Supervision

### Skills and Competencies

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Computer Skills

Excellent Communication and Interpersonal Skills

Can work with or without supervision

Problem Solving Skills

Proper time management Skills

### Hobbies

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Reading, Traveling, Gaming

### Referee

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Mr. Charles Newton

Cambridge Art Teacher

North Legon Little Campus

Phone: +233248154622