Emmanuel Niikoi Ashie

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CAREER OBJECTIVE

Aspiring Junior Web Developer with a strong foundation in HTML, CSS, JavaScript, Express.JS and MongoDB transitioning from a background in accounting and administration. Passionate about building responsive and user-friendly web applications. Completed an advertising website, including creating a database to store vendor and user information as well as registering and logging in to the site. Skilled in problem-solving, teamwork, and effective communication with a keen willingness to learn and grow in the tech industry.

WORK EXPERIENCE

2021 - Present
Research Assistant
Responsibilities:
- Conducted interviews and supervised field surveys, demonstrating strong organizational and problem-solving skills.
- Coordinated with field logistics and ensured compliance, showing up to deadlines, and showcasing strong time management and communication skills.
- Collaborated with fellow supervisors to compile comprehensive off-site project reports.
- Provided training and onboarding for temporary staff to enhance operational efficiency.
- Managed the maintenance and upkeep of company assets to ensure optimal functionality.
- Recorded and assessed all task-related activities systematically for ongoing improvement.
- Oversaw field surveys, identified training needs and facilitated recruitment to strengthen the team.

Skills:
- Exceptional knowledge of field research and its various procedures.
- Ability to perform basic data entry work.

- Ability to work for extended hours and in flexible shifts.
- Ability to maintain accurate records of all surveys.
- Excellent communication skills.
- Proficient in completing all training requirements.

Projects:

Quantitative and Qualitative Research
1. Making Health Insurance responsive to citizens: A case study of mobile renewal and grievance redressal systems of the Ghana National Health Insurance Scheme.
2. Women's Access to Productive Resources and Participation in Agriculture and Linkage with Nutrition of Women in Rural Ghana.
3. Improving the Effectiveness of Mass Long-Lasting Insecticide-treated Net Distribution Campaigns Through Community-based Health Planning and Services Programme in Ghana (MY-CAMP)
4. The Additional Plastic Burden from COVID-19 Disposable Face Masks in Ghana.
5. WP2 Baseline
6. Occupational Risk Assessment and COVID-19 Resilience Creation Among Informal Waste Workers in the Greater Accra Region of Ghana.
7. FGD & Survey – Water and Waste Project.
8. Nappy Studies – Water and Waste Project.
9. Implementation Research for Prevention and Control of Non-Communicable Diseases: Community-based Approach to Integration NCD Care into HIV Treatment (CAIN2HIT) in Ghana.

09/2019 - 12/2020
Administrative Assistant, University of Ghana – School of Public Health, Legon
Responsibilities:

- Handling and routing phone calls to appropriate personnel
- Coordinating meetings and appointments
- Managing inventory and ordering office supplies
- Preparing materials for meetings and business travel
- Sorting and distributing mail, packages, or deliveries
- Welcoming and guiding visitors and new employees within the organization
- Composing and sending emails to teams and departments on behalf of leadership or teams
- Researching and arranging travel plans for staff members
- Identifying opportunities to enhance administrative procedures.

06/2018 - 08/2018 (Internship)
Accounting Assistant, La-Nkwantanang Madina Municipal Assembly – Madina
Responsibilities:
- Assign codes to invoices, files and receipts to keep records organized and easily searchable.
- Proper filing of documents and payment vouchers. This is done because filing and documentation will develop you as a more organized individual.
- Input financial data and produce financial reports using Excel and Word to Donors and Government. This made me familiar with the different requirements for financial reporting. I always tried my best to finish and report on time because reports must be ready on time to ensure funds are also released for projects to keep going.
- Evaluate employee expense reports and verify the accuracy of retirement of imprests. This showed me how to post expenditures to their right cost centers and account codes. This also ensures all payment documentation is complete.
- Preparing memos and recording letters, memos and documents received. Drafting memos for accountants has tested my writing communication skills and my Microsoft Word skills. It has also increased my understanding of how to address authorities.
- Issuance of receipts to clients.
- Deposit of revenues collected into the institution's account. This has added to my experience of bank reconciliation issues and how to safeguard cash.

EDUCATION

February, 2025
Web Developer, Meltwater Entrepreneur School of Technology

2019 – 2021
B-Tech in Accounting, Accra Technical University, Accra

2016 – 2019
HND in Accountancy, Accra Technical University, Accra

2011 – 2014
WASSCE Certificate, Benkum Senior High School, Larteh

2008 – 2011
BECE Certificate, Espo Best Child School, East-Legon

SKILLS HIGHLIGHTS

- I have the experience of working in a corporate environment.
- I possess the ability to maintain strict levels of confidentiality in handling sensitive information.
- My willingness to take on more responsibilities as needed and devote the time necessary to meet deadlines is also one of my skills.
- I am computer literate, good with the internet, and have good verbal and written communication skills. I can use various social media networks to facilitate work and colleague interaction.
- I can use email services, Zoom and other technologies to work remotely.

TECHNICAL SKILLS

Frontend: **HTML, CSS, Tailwind CSS, Javascript**
Backend: **Express.js, Node.js**
Database: **MongoDB**
Tools: **Git, GitHub, VS Code**
Others: **Microsoft Office, Adobe Photoshop, SPSS**

PROJECT

Personal Portfolio Website

Description: Built a responsive portfolio website to showcase skills, projects, and contact information.
Tech Stack: HTML, CSS, JavaScript.
Features: Mobile-first design, smooth scrolling, and a contact form.

E-Commerce database

Description: Developed a RESTful API for an e-commerce site with a feature of fetching data from the backend.
Tech Stack: Express.JS, Node.JS, MongoDB.
Features: API authentication and authorization for signup and login.

Notetaking API

Description: Created a notetaking API for storing user note information.
Tech Stack: Express.JS, Node.JS, MongoDB.
Features: Note-taking, assigning users to their notes.

REFERENCES

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