

RESUME

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CAREER OBJECTIVES

- Goal-oriented and motivated BSc IT individual seeking a position in information technology to leverage my skills in software development, data management, and problem-solving to contribute to innovative projects and support organizational growth.

PERSONAL DETAILS

Nationality: Ghanaian

Marital Status: Single

Current Residence: Adenta Housing Down, Accra Ghana

Languages: Ghanaian Twi-Native, English-Professional, French-Elementary

Religion: Christianity

SUMMARY OF QUALIFICATIONS

- Goal-oriented and motivated BSc IT graduate seeking a challenging position in the IT field to leverage my expertise in software development, database management, and IT support.

EDUCATION BACKGROUND	<p>AIT UNIVERSITY KPKOMLEMLE-ACCRA BSc. In Information Technology (Degree) [2020 – 2024]</p> <ul style="list-style-type: none"> ➤ Relevant Coursework: Database Management, Network Security, Software Engineering, Web Development, Data Structures, Algorithms, Cloud Computing etc.. <p>IPMC GHANA NORTH LEGON~ACCRA System Network Engineering [DIPLOMA] Microsoft Certified Solution Expert (MCSE)-2012 [2016 – 2018] Relevant coursework: A+, N+, CCNA</p> <p>DELCOM SENIOR HIGH SCHOOL ADENTA, ACCRA West Africa Senior Secondary Certificate Examination (WASSCE) [2006 – 2009]</p> <p>BUNSO M/A JUNIOR HIGH SCHOOL~ BUNSO EASTERN REGION [GHANA] Basic Education Certificate Examination (BECE) [2001 – 2004]</p>
TECHNICAL SKILLS	<ul style="list-style-type: none"> - Programming languages: Java, Python, C++, JavaScript - Development frameworks: Spring, Django, React - Database management systems: MySQL, MongoDB, Oracle - Operating systems: Windows, Linux, macOS - Networking protocols: TCP/IP, HTTP, FTP - Cloud platforms: AWS, Azure, Google Cloud - Graphic Design
OTHER EXPERTISE	<p>Microsoft Certified Solutions Expert (MCSE) -2012 CompTIA A+ N+ CCNA</p>
OTHER SKILLS & ABILITIES	<ul style="list-style-type: none"> ➤ Problem Solving ➤ Good interpersonal skills ➤ Good communication skills ➤ Organizational skills ➤ Team Collaboration ➤ Project Management ➤ Good knowledge of duty exemption procedures ➤ Understand and maintain a high level of confidentiality ➤ Self-motivated, resourceful and easily adapts to new environments

Research Experience & Projects	<p>Research Assistant, AIT University, Accra Ghana, August – December 2024</p> <ul style="list-style-type: none"> ➤ Assisted in conducting research on “Enhancing Rural Schools online learning experience through design and development of E-Learning Platform” <p>Main Research Project, AIT University, Accra Ghana, June 2024 - March 2025</p> <ul style="list-style-type: none"> ➤ Produced the topic “Design and Development of data-driven algorithm for adaptive traffic flow optimization in Ghanaian cities” ➤ Relevance: Investigation, design & development and Present findings to school capstone project panel ➤ Personal Portfolio Website Created a responsive personal portfolio website using VS Code, HTML, CSS, and JavaScript to showcase projects and skills. Utilized GitHub Pages for deployment and integrated Google Analytics for traffic monitoring.
WORKING EXPERIENCE	<p>IT ASSISTANT & INSURANCE AGENT VANGUARD ASSURANCE (INSPIRED SERVICES LTD) [September 2018 TO DATE]</p> <p>IT workman’s Intern, Inspired Services Ltd, April-August 2024</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> ➤ Provided technical support for hardware and software issues – Ensures computer systems and network are up-to-date and running effectively ➤ Installation and configuration of software ➤ Diagnosing problems relating to information system & solving them ➤ Assisted in network administration and troubleshooting ➤ Assisted in Development of a database management system for inventory tracking ➤ Secure & make backups of the database <p>Other Duties</p> <ul style="list-style-type: none"> ➤ Process and review insurance documentation and ensure all documents are complete. ➤ File and maintain customer insurance files. This information is personal and confidential ➤ Work as a liaison between CIS and Agency personnel to ensure the proper flow of requests ➤ Take payments from customers when necessary and process through Remote Deposit System ➤ Perform sales administratively ➤ Maintain office supply inventory ➤ Serve as a back-up for other jobs as necessary ➤ Gain in-depth and thorough understanding of crop insurance and P&C. ➤ Travel is sometimes required

	<p>IT Support G-WORLD COMPANY LTD, Accra, Madina September 2016 - June 2018</p> <ul style="list-style-type: none"> ➤ Provided technical support to Internet Cafe staff and management, resolving hardware and software issues. ➤ Installation and configuration software ➤ Maintenance of computer systems and network infrastructure. ➤ Diagnose & solve computer related problems. ➤ Designing computer networks & laying cables ➤ Securing network ➤ Design & maintenance of database ➤ Help secure & make backups of the database
HOBBIES	<ul style="list-style-type: none"> ➤ Reading and Praying ➤ Listening to Music ➤ Watching and following up on latest Soccer(football) updates
INTERESTS	<ul style="list-style-type: none"> ➤ Web development ➤ Graphic Design ➤ Computer /Information systems support ➤ Database management & maintenance ➤ System /Data Analysis

REFERENCES

Available upon request