

SOLOMON OTOO

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CAREER OBJECTIVE

To be a member of a formidable team, which would enhance productivity in the field of Information technology and any other field that involves the use of information technology.

EDUCATION

2013-2016

HND in Computer Science

Kumasi Technical University

Kumasi

2011-2012

Diploma in Business Studies (Statistics)

Kumasi Technical University

Kumasi

TECHNICAL SKILLS

- Hardware troubleshooting and installation.
- Computer programming (Java, C++, Visual Basic, MYSQL, MS SQL, Android).
- Website Development and Hosting (Wordpress, Shopify, HTML, CSS, JavaScript, PHP)
- Adobe Creative Suite (Dreamweaver, Illustrator).
- Operating System – Windows XP, Windows 7, Windows 8, Windows 10, Linux.

PERSONAL SKILLS

- Highly organized and efficient.
- Ability to work independently or as part of a team.
- Ability to adapt to situations and a good listener.
- Typing, multitasking, customer service centric
- Good communication and interpersonal skills

EXPERIENCE

January 2019 – January 2020 National Identification Authority

- Data entry clerk.
- Handled software installation and troubleshooting.

September 2018- December 2018 Team Leader Electroworld Ghana

- Developed and managed websites
- Managed company hosting sites and worked on hosted website and pages.
- Mobile application development.
- Preparation of bills and quotations.

2016-2017 **Technician** (National Service) Electoral Commission

- Maintaining office equipment such as printers, computers, photocopiers etc.
- Performing office duties.
- Key trainer and technician in 2016 general election.
- Managing confidential or sensitive information

July 2014-September 2014 **Internship IT Assistant** Kumasi Polytechnic I.C.T Directorate

- Front desk helper, monitoring and deployment of IT equipment.
- Handled troubleshooting and maintaining office equipment such as printers, computers, photocopiers etc.

REFERENCE

Mr. Joseph Obeng Ntim
Regional Secretary
Electoral Commission Ga West
Mobile: 0244059541/0503887786

Mr. Michael Boamah
District Electoral Officer
Ga – West Municipal Assembly
Mobile: 0242580161/0203736561

Mr. Samuel Okyere
Pay Point Sales Manager
MTN Ghana Kumasi
Mobile: 0242580161/0203736561