

# Yaw Ankoma Owusu - Gyimah

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## Profile

I am a motivated Oracle Database Administrator with hands-on experience in database management, backup & recovery, and user management. Seeking a junior Oracle DBA role to leverage my skills in maintaining and optimizing enterprise databases while ensuring data security and availability.

## Experience

### ADMINISTRATIVE ASSISTANT | VOLTA RIVER AUTHORITY | OCT 2022 – DEC 2022

- Maintained accurate and confidential files, documents, and databases.
- Ensured records were up-to-date and easily accessible.
- Assisted with routine administrative tasks such as data entry and filing.
- Responded to employee inquiries, providing timely and accurate information.

### ADMINISTRATIVE COMPUTING | UNIVERSITY OF GHANA, ITD | NOV 2023 – SEP 2024

- Provided comprehensive computing support to streamline administrative processes related to student management, including handling prospective student inquiries.
- Managed the processing of student applications and admissions, maintained student records, and oversaw academic registration.
- Maintained and ensured the smooth functioning of the Enterprise Resource Planning (ERP) system.
- Successfully installed ERP systems for staff, ensuring proper setup and seamless integration.
- Delivered ongoing troubleshooting support and training to enhance user experience and system efficiency.
- Wrote SQL queries and developed stored procedures to support data management.

## Education

### B.S. IN INFORMATION TECHNOLOGY | SEP 2023 | UNIVERSITY OF GHANA, LEGON

## Skills & Abilities

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|---|-------------------------------|
| • Database Installation and Configuration | • Ability to learn new skills |
| • SQL & PL/SQL Programming                | • Ability to Multitask        |
| • RMAN Backup and Recovery                | • Good communication          |
| • User Management                         | • Team player                 |

## Tools

Oracle SQL\*Plus, Oracle SQL Developer, RMAN