

ASOMA EBENEZER
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OBJECTIVE

I am a young and energetic person who is eager to learn new things while on the job and aspire to contribute my knowledge and skills in the knowledge I acquire on the job in a progressive corporate business environment in which these skills are relevant and appreciated.

PERSONAL SKILLS & ABILITIES

- ❖ Computer expertise with proficiency in all MS office programs (Word, Excel, Power Point, Outlook and Access).
- ❖ Broad-based experience covering a full spectrum of administrative duties, including executive support, office management, billing/ invoicing, customer care, database management, document preparation, travel/ meeting coordination and project/program support.
- ❖ Superior multitasking talents, with ability to manage multiple high priority assignments and develop solutions to challenging business problems.
- ❖ Good research skills and attention to details.
- ❖ Information Technology savvy.

- ❖ Proven Leadership Skills and Ability to Motivate

- ❖ Organizational and Planning Skills

- ❖ Strong Written and Verbal Communication Skills

AREAS OF EXPERIENCE

- ❖ Networking
- ❖ Troubleshooting
- ❖ Computer Assembling and Installation
- ❖ Computer maintenance and programmed installation

RELEVANT EXTERNAL EXPERIENCE OR WORKING EXPERINCE

1. Jan 2017 – Dec, 2018. Andy Rich Engineering Service.

Administration Assistance in charge of Information Technology

Responsibilities:

- I. Management of information.
- II. Responsible for systems updates.

- III. Installations and updating company systems and networks.
- IV. Maintenance of Information Technology (IT) hardware.
- V. Preparation of quotation for business partner.
- VI. Providing general administration duties.

2. May to August, 2015. Asuo Ntotro Enterprise – Stores Officer

Responsibilities:

- I. Taking inventory of goods.
- II. Liaising with Procurement officers to place orders for goods.
- III. Managing re-order level.
- IV. Ensuring goods, tools and equipment are kept in a conducive environment

3. 2014 – College Nursing Ntotroso – Information and Records Officer

Responsibilities include;

- I. Keeping students records
- II. Registration of students
- III. Keeping storage of important information

4. 2013 to 2016 – Famous Engineering- (I. T Officer – Part time)

Responsibilities

- I. Micro Computer Assemble,
- II. Computer Installation,
- III. Uploading,
- IV. Troubleshooting
- V. Computer maintenance.
- VI. Network installation

5. 2011-2012 NAK-M COMPANY LTD- NTOTROSO – Stores Officer

Responsibilities

- I. Taking inventory of goods.
- II. Liaising with Procurement officers to place orders for goods.
- III. Managing re-order level

INDUSTRIAL ATTACHMENT

7th August 2010 to February, 2011.

Records Officer

Acadex Business College- Sunyani

Duties include;

- I. Students registration
- II. Records and information management

GBCE (INFORMATION TECHNOLOGY)

Microsoft Word, Excel, Power point, Access, Microsoft Operating system, Micro computer concept, Micro Computer Assemble, Installation, Uploading, Trouble shooting and computer maintenance.

St. Lawrence JHS (2005-2007)

BECE.

INTEREST AND HOBBIES

- ❖ **Researching and surfing internet**
- ❖ **Sports**
- ❖ **Reading**

REFEREES:

Mr. Owusu Banahene

Administrator

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