



Jerry Kwakwa

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Digital Address: CX-034-4335
Accra, Ghana

PERSONAL DETAILS

Date of birth	4 th Feb, 2001
Nationality	Ghanaian
Marital Status	Single

ABOUT ME

An IT Specialist with a passion and admiration for new technology. Possesses excellent organizational skills and confident with the ability to adapt to trends.

EXPERIENCE

National service at Potsin T.I Ahmadiyya Senior High (November 2022 – October 2023)

- Tasked with maintenance of administration computers
- Accumulation of teachers monthly attendance on excel
- Aided in the admission of fresh J.H.S graduates

Internship at Awutu Senya East Municipal Assembly (November 2021 – February 2022)

- Data collection and entry within the district
- Assisted with system and software upgrades

SKILLS

- Strong written and verbal communication skills
- Ability to work independently or as part of a team
- Software Troubleshooting
- Computer literate in MS Word, Excel, Powerpoint
- Network Troubleshooting

EDUCATION

- Ghana Communication Technology University (2018-2022)
Bachelor of Science In Information Technology
- Nungua Senior High School (General Arts 2015-2018)
- Epinal preparatory School (Completed 2015)

LANGUAGE SKILLS

- English spoken, reading, and writing skills
- Twi spoken, reading, and writing skills
- Fante spoken, reading

HOBBIES

- Photography
- Collecting data
- Gaming
- Sports

REFEREES

Mr. Nurudeen
Assistant Headmaster (Academic)
Potsin T.I Ahmadiyya Senior High
Central Region, Ghana
Contact: 0244815884

Ms. Perpetual Gado
Management Information System Officer
Awutu Senya East Municipal Assembly
Central Region, Ghana
Contact: 0246591707