**JAMES ADU-GYAMFI**

**P. O. Box Ks 6733 - Kumasi**

**E-mail: jamesadugyamfi@gmail.com. Tel.: +233(0)558606262.**

I have worked as a data manager for the past 6 years, 3 years on part-time basis and 3 years as full-time worker. This is one of the busiest and hardest jobs as it requires a lot of concentration and dedication. This position has taught me resilience and versatility. Data is one of the most difficult things to get in my country as a lot of the populace has little or no understanding. I will have created a niche for myself which makes me stand out in the lot. Worked for notable institutions like USAID, University of Arizona in collaboration with one of the leading Universities in Ghana, Kwame Nkrumah University of Science and Technology.

**PROFESSIONAL EXPERIENCE**

**January 2020- Till date**

Trinity Wave Innovations

Position: Data Administrator

**Duties:**

* Data management
* Data collection
* Data cleaning
* Data visualization

**January 2018- 2020**

Kumasi Technical University

Position: Electrical and electronic Technician

**Duties:**

* Information system monitoring
* Laptop and computer maintenance
* Electrical gadgets repairs
* Electronic gadget repairs

**September 2016-2017**

Kumasi Technical University (National Service)

September 2016 – 2017

Kumasi Technical University

Position Held: Health and safety officer

**Duties:**

* Risk assessment
* Health and safety training of students
* Accident and incident prevention training.
* Basic health education.
* Implementation of Health and safety rules
* Fire Fighting Training.

**July 28 – September 7, 2014.**

**Kwame Nkrumah University**

**Position held:** maintenance officer

**Duties:**

* Installation of street light
* Transformer inspection
* Underground cable repairs

**ACADEMIC AND EDUCATIONAL BACKGROUND**

**20019-2022**

**INSTITUTION:** Kumasi Technical University

**QUALIFICATION:** Bachelors of Technology

**2013-2016**

**INSTITUTION:** Kumasi Technical University.

**QUALIFICTAION:** Higher National Diploma in Electrical and Electronic Engineering.

**PROFESSIONAL AND ACADEMIC TRAINING/WORKSHOP.**

**2023-(JOMAC)**

Data Analytics

**2013- (Kumasi Technical University)**

Electrical and electronics Engineering

**2012 (Sunshine Electricals)**

Electrical motor rewinding and house wiring

**2016-(National Service)**

Health and Safety Officer

**Skills**

* Microsoft Excel
* SQL
* Microsoft Power BI
* Pandas
* Python
* Software management
* Networking
* Laptop and computer repairs
* Ethical hacking using windows 7 setup on any windows machine, MS Office.

**PROJECT WORK / THESIS.**

Design of an Indoor Robot using Microcontroller and Picaxe Circuit Board

**EXTRA CURRICULUAR ACTIVITIES**

Teaching Information communication Technology

Online Survey and laptop and computer technician

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**OTHER SPECIAL QUALITIES AND SKILLS.**

* Ability to work for long hours.
* Versatile.
* Effective communication skills.
* Trust worthy.
* Computer literate.
* Ability to adapt to change.
* Good supervisory, analytical and problem solving skills.

**HOBBIES:**

* Reading, Research, Documentary movies, Cooking

**REFEREES:**

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