

ENOCH DRAMANI



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BLK A 160B, Freetown,
Konongo — Ghana

Education

Post Graduate Diploma in Education (PGDE)

Valley View University, Oyibi - Accra

Graduated: 10th November, 2024

Bachelor of Science: Computer Science

*Kwame Nkrumah University of Science and
Technology, KNUST- Kumasi*

Graduated: 2021

Skill

- Full Stack Developer
- Web Developer
- Database Administrator
- System Administrator
- Computer Security
- Graphic Designer
- Audio and Video Editing
- Social Media Skills
- Computer Installation Technician
- Operating System Installation and Troubleshooting
- Data Entry and Data Recovery
- Microsoft Office Suite
- Backup and Restore
- Teaching

PROFESSIONAL SUMMARY

Detail-oriented and results-driven IT professional with a BSc in Computer Science (KNUST) and a Postgraduate Diploma in Education (Valley View University). Skilled in database management, system support, data entry, and network administration, with hands-on experience using Oracle, MySQL Workbench, Excel, and network hardware. Adept at troubleshooting IT systems, managing digital records, and providing end-user training. Passionate about leveraging technology to improve efficiency, accuracy, and organizational performance.

Computer Programmer,

Prime Labs, (FM 267, Dr. Oppong Street - Habitat, Konongo)

September 2024 - Present

- Designed and developed dynamic, user-friendly websites tailored to client needs across various industries.
- Created and deployed customized software solutions, including Point of Sale System (POS), School Management Systems, Pharmacy Selling Software's.
- Integrated databases and developed back-end processes using technologies such as PHP, MySQL, JavaScript and Bootstrap frameworks.
- Integrated database systems to support efficient data management and secure transactions.
- Collaborated with clients to understand their business needs, translating requirements into functional software solutions.

IT OFFICER,

Rapid Link Microfinance Limited, (Taxi Rank - Madina, Accra)

July 2023 – September 2024

- Designed and developed programs for the microfinance company, including a Sales Report System and a Human Resource Database System.
- Edited and updated content on the company website to ensure accuracy and relevance.
- Implemented and enforced data protection policies and procedures to ensure compliance with relevant regulations.
- Provided assistance with general computer issues, troubleshooting problems, and ensuring smooth IT operations.
- Provide support for hardware and software issues.
- Training of Staff
- Graphic Designer
- Maintaining and replacing the parts of office cell phones, printers, scanners, desktops, laptops, and other office peripheral devices.

Projects Built

- Hospital Management System (HMS)
- Point of Sale (POS) System
- General Ledger (GL) System (for Banks)
- Payment Voucher (PV) System (for Banks)
- Human Resource (HR) System
- Websites;
Built various websites for clients across multiple industries.

Tools and Programming

- HTML & CSS
- PHP & MySQL
- JavaScript & jQuery
- Bootstrap
- MySQL Workbench
- WordPress
- Photoshop
- Adobe After Effects
- Character Animator
- Filmora
- Microsoft Office Suite
- Google Analytics
- Google Search Console

Hobbies

- Reading
- Volunteering and Community Service

Additional Skill

- Dedication
- Leadership
- Teamwork
- Work Ethics
- Organizational Skills
- Communication skills

IT OFFICER,

Ghana Institute of Architects, (Ridge, Accra)

February 2023 – June 2023

- Database Administrator
- Planning, managing, monitoring, and organizing the institute's website and membership portals.
- Responding to and troubleshooting all website and membership portals issues.
- Monitoring, and removing unauthorized users from Institute data from outside infiltration through encryption.
- Training of Staff
- Remediating all issues relating to malware.
- Advising and making recommendations to the Institute on all matters relating to information systems and digital technology.
- Graphic Designer
- Maintaining and replacing the parts of office cell phones, printers, scanners, desktops, laptops, and other office peripheral devices.

IT TUTOR,

Enc IT Academy, (Konongo, Ghana)

August 2022 – January 2023

- Planning, Preparing, and delivering lessons
- Help students to use technology for educational purposes
- Setting up computer systems.
- General maintenance of computer systems and networks
- Training of staff.
- Managing and updating the school's database system.

NATIONAL SERVICE PERSON (IT DEPARTMENT),

Asante Akim Central Municipal Assembly, (Konongo, Ghana)

October 2021 – August 2022

- Addressed emergencies encountered following system failure and malfunctions such as system shutdown abruptly, screen blank/frozen, the system failing to boot, etc.
- Identifying issues and explaining solutions to restore service and functionality.
- Installing and configuring computer hardware, software, systems, networks, printers, and scanners.
- Classifying and coding information and documents for inclusion in database and record management systems.
- Educating staff on procedures for resolving or preventing recurrence of technical problems.
- Designing flyers and posters of activities being held by the Assembly.