

FOSTER DONKOR

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United Bank Africa (UBA)

Account Number: 01631685401568

Name: Foster Donkor

Account Type: Savings

Branch: Kumasi, Adum

National Insurance Number: 0019917657

Date of Birthday: October 21, 1998

PROFILE SUMMARY

I am an IT graduate with robust experience in system assessment and a passion for enhancing IT processes. My academic background gives me a comprehensive understanding of operating systems, networking, security, and troubleshooting techniques. I am adept at offering expert support to users facing various technical challenges. I am a quick learner, highly collaborative, and committed to exceeding expectations to drive productivity and efficiency.

CAREER OBJECTIVES

To secure a challenging position in an organization where I can leverage my skills in IT, system administration, and customer service to contribute to achieving organizational goals with discipline, dedication, and integrity.

CORE SKILLS

System Administration | Web Development | Database Management | Graphic Designer | Asset Management | Customer Service | IT Troubleshooting

TECHNICAL SKILLS

Tools: MySQL Workbench | Active Directory | Microsoft Office Suite | Adobe Creative Suite
Operating Systems: Windows | Ubuntu | Linux | Mac OS
Databases: Access | MySQL

SOFT SKILLS

- Teamwork and Cooperation
- Attention to Detail
- Effective Communication
- Training and Teaching
- Time Management

PROFESSIONAL EXPERIENCE

National Service St. Louis Senior High School

November 2023 – October 2024

- Teacher
- Lab Technician
- End User Support

Videographer and Photographer – Part-Time CadKoM Media & Amat Multimedia

2020 - Present

- Videography projects, including both main videos and shorts.
- Designed graphics and assisted in video editing.
- Operated Vmix, OBS, and Easy Worship software for live productions

End User Support Technician – Internship Komfo Anokye Teaching Hospital

August 2022 – December 2023

- Supported IT infrastructure and network operations.
- Resolved IT issues through end-user services for continuous service improvement.
- Maintained the Local Health Management Information System (LHMIS).
- Updated software packages to enhance operational efficiency.
- Contributed to staff development through training and skill-building.

Graphic Designer – Part-Time Sosolnks

August 2019 – January 2020

- Created designs for various projects, including T-shirt prints.
- Crafted custom picture frames and other printed materials.

CCTV Installation and Networking – Internship EnE Technology and Training Center

June – August 2018

- Educated students on IT and graphic design principles.
- Terminated network cables and installed camera systems.
- Conducted hardware repairs and OS maintenance.

Salesperson – Part-Time Fek-Mekay Company Limited

October 2016 – January 2018

May 2018 – Present

- Managed inventory, restocking, and supplier relations.
- Implemented security measures to prevent theft and minimize shrinkage.
- Handled financial transactions, including cash deposits and record-keeping.

EDUCATION

- **BTech. Computer Technology**
Kumasi Technical University
2021 – 2023
- **Diploma in Information Technology**
Kumasi Technical University
2018 – 2020
- **WASSCE – General Agricultural Science**
Juaben Senior High School, Ghana
2013 – 2016
- **Basic Education Certificate Examination**
Malbex Preparatory Junior High School
2010

RELEVANT COURSEWORK

System Analysis | Networking | Big Data | Data Visualization | E-Commerce | Blockchain | IT Mathematics | Ubuntu

HONORS & AWARDS

- Senior Boys Prefect JHS
- Third Best Student – Primary
- Youth Organizer
- Organizer Knight and Ladies of the Blessed Sacrament

TRAINING & BOOTCAMP

- Adobe Photoshop CC – Essentials Training Course
- Programming Bootcamp at EnE Technology
- Career Entrepreneur Pathway Summit

LANGUAGE

- English: Proficient in writing and speaking
- Twi: Proficient in writing and speaking

REFERENCE

1. Very Rev. Fr. Prof. Francis Appiah Kubi
Rector, ST. Anthony Catholic Church

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2. Rev. Fr. John Yaw Opoku Quianno
CadKoM Media

Contact: +233 20 834 6487

3. Mr. Boachie Opoku
Former Assistant IT Manager, Komfo Anokye Teaching Hospital

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4. Mrs. Karikari Kuffour
Former Manager, Bank of Ghana Effiduase Branch & Fek-Mekay Company Limited

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