

CURRICULUM VITAE

A. PERSONAL INFORMATION

NAME: EDMUND NII LANTEY GOLIGHTLY

DATE OF BIRTH: 11TH MAY 1994

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B. PERSONAL SUMMARY

I am well discipline, confident and hardworking network individual with excellent communication skills and also a good team player. A result-oriented personality who does not settle on mediocrity.

I can also carry out multitask activity with little or no supervision.

C. WORK EXPERIENCE

Rakho School complex

ACCOUNTS CLERK 2014 – 2017

Duties:

- Provide accounting and clerical support to the accounting department
- Type accurately, prepare and maintain accounting documents and records
- Daily enter key data of financial transactions in database
- Provide assistance and support to company personnel
- Inform management and compile reports/summaries on activity areas
- Function in accordance with established standards, procedures and applicable laws
- Preparing school's terminal reports

National Board for Small Scale Industries (N.B.S.S.I / KBAC)

I.T Support (Internship) June 2018 – August 2018

Duties:

- Responsible for diagnosing & resolving hardware, software & end user's problems.
- Acting as the first point of contact for all IT & technical queries.
- Responding in a timely manner to service issues and requests
- Setting up accounts for new users
- Repairing and replacing equipment as necessary
- Testing new technology

National Board for Small Scale Industries (N.B.S.S.I / KBAC)

I.T Support (Internship)

June 2019 – August 2019

Duties:

- Responsible for diagnosing & resolving hardware, software & end user's problems.
- Acting as the first point of contact for all IT & technical queries.
- Responding in a timely manner to service issues and requests
- Setting up accounts for new users
- Repairing and replacing equipment as necessary
- Testing new technology

Ghana Cocoa Board

I.T Support (National Service)

October 2020 – August 2021

Duties:

- Responsible for diagnosing & resolving hardware, software & end user's problems.
- Acting as the first point of contact for all IT & technical queries.
- Responding in a timely manner to service issues and requests
- Setting up accounts for new users
- Repairing and replacing equipment as necessary
- Testing new technology

Openlab (NIIT)

Hardware Trainer

November 2021 – July 2022

D. ACADEMIC BACKGROUND / QUALIFICATION

- BSc (Hons) **Information Technology**
Christian Service University College (2016 – 2020)
- Professional Certificate in CompTIA A+ and N+
IPMC College of Technology (2014 – 2016)
- WASSCE
Konongo-Odumase Senior High School 2010 – 2013

E. KEY SKILLS

Technical Skills

- Diagnosing hardware and software faults
- Microsoft Office
- Network Cable Termination
- Testing and evaluating new technology

F. REFERENCES

Mr. Eugene Asafo-Adjei

Academic Head

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Ghana Cocoa Board

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