

CURRICULUM VITAE

STEPHEN ALIGIDI



PERSONAL DATA

Date of Birth: 16th April, 1982
Nationality: Ghanaian
Marital Status: Married
Languages: English (Fluent);
Visa Status: Visit Visa
Contact No: +971582670031
Email: stepalvilla@gmail.com
Location: Dubai

DATA ENTRY CLERK

MISSION STATEMENT: To satisfy the insatiable desire to help bring change and contribute to human development wherever possible in the lives of mankind. I believe I am in a position to combine my youthfulness, academic knowledge, potentials and experiences I've gained over the years to provide a diversity of `excellent services to any individuals or organisation. I promise to exhibit the highest form of initiative and work ethics within my abilities. I am also ready to work tirelessly, adapt to new environment, learn, and to embrace challenges and responsibilities.

EDUCATION

2011 – 2013 National Institution of Information Technology (NIIT)
Professional Diploma in Information Technology
(Network Engineering – Microsoft Technology)
Accra

2007 – 2008 Intercon Programming and Manufacturing Company (IPMC)
Diploma in Hardware and Networking Engineering
Accra.

Feb 1998 - Dec 2000. Senior Secondary School Certificate Examination (SSCE)
Mfatsipim Secondary School
Cape-Coast

SKILLS AND EXPERIENCE/COMPETENCE

- Good in Computer Hardware and Networking
- Proficiency in MS Word, Excel, PowerPoint Corel Draw applications
- Ability to learn fast
- Ability to analyze and troubleshoot problem
- Ability to write good report and meet deadlines
- Good Communication and Interpersonal Skills and a Team Player

EMPLOYMENT HISTORY

AUGUST 1ST 2012 – AUGUST 30TH 2012: GOVERNMENT PRESS, SIERRELEON

Motion Consult

POSITION: IT SPECIALIST

Assignment carried out included the following:

- Installation of CCTV Cameras
- Laying of network cables and terminating

2016/2020 GENERAL ELECTION: Electoral Commission of Ghana
POSITION: KEY TRAINER/TECHNICIAN

Assignment carried out included the following:

- Responsible for training of the grassroots officers on the use of the Biometric Verification Device (BVD) for the GENERAL ELECTION
- Monitoring the various exhibition centres under my jurisdiction to ensure proper use of device and resolve challenges faced by Verification Officers with regards to the device.
- Served as liaison between the District Electoral Officer and exhibition centres officers with regards to the device

March 2018 – Dec. 2019 INSTITUTIONAL REGISTRATION, MASS REGISTRATION :
National Identification Authority
POSITION: SRO/RO/ Facilitator

Assignment carried out included the following:

- Managing and supervising my team and achieve my goal.
- Monitoring and accounting for everything thing used at the centre.
- Served as liaison between the head office and the registration centre.
- Training of field officers on the registration process

June 2020 POPULATION AND HOUSING CENSUS
Ghana Statistical Service
POSITION: Data Entry/ IT Support

Assignment carried out included the following:

- Entering of daily Reports on field work
- Identifying errors and correcting them
- Solving field problems on tablets
- Maintaining positive attitude towards guest and colleagues

HOBBIES

Sports, Reading, Music, Internet and Travelling.

REFEREES

To provide upon request