

PERSONAL INFORMATION

Mr. Justice Tettey Mensah

 Greater Accra Mallam road. / Kumasi ,Antosu Fiyase..
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Marital Status: Engaged.

WORK EXPERIENCE

Monrovia city cooperation (MCC). Assistant IT Project coordinator. Bill and Melinda Gates Foundation. Liberia, Analyse and evaluate data. Prepares source data for computer entry by compiling and sorting information; establishing entry priorities; Processes applications by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the team for resolution January 12, 2012 to January 16, 2014.

Trinity computer service. Apprentice Ghana, Greater Accra Gbawe road Computer repairs network troubleshooting and upgrading. February 5, 2014 to August 23, 2014

Light international school. Ghana, Greater Accra Gbawe road. **Headmaster and Head of ICT department.** Coaching and motivating employees on a daily basis, set guidelines and procedures for staff. Provide for the implementation, configuration, deployment, and support of IT systems, including, but not limited to client computing devices and servers. September 19, 2014 to September 19, 2015.

Melabet Academy Ghana Greater Accra Mallam gbawe road. **Head of ICT and chairperson Disiplinary committee.** Designing and implementing ICT operations. I work on computer malfunctions systematically and am usually able to identify troubleshoot and solve software, hardware and malware issues. October 3, 2015 to October 19, 2016

Radio School of Excellence. Greater Accra Santa Maria. **Administrative Assistant.** Produce and distribute correspondence memos, letters, faxes and forms, Assist in the preparation of regularly scheduled reports, develop and maintain a filing system. Book travel arrangements Submit and reconcile expense reports. Maintain supplier inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies. Among others. November 1, 2016- November 18, 2017.

Nursing and Midwifery Training Collage Ghana Kumasi. IT Assistant.

Install, configure and monitor wireless computing system. Assist In providing technical supports to various department. (Computer Networking, internet Data sorting and entry, Security, troubleshooting, maintenance and upgrade etc. September 1, '2019 to August 1, 2020.

Chriswell school of Business and Technology. (Head of IT)

Lecturing computer Hardware and networking accredited courses by ABCE (Cambridge Syllabus) and West African Examination Council (WAEC.) Inspect the use of technological equipment and software to ensure functionality and efficiency. Identify the need for upgrades, configurations or new systems and report to upper management. Coordinate IT Staff and supervise the use of IT equipment by other departments. Provide professionals guidance, Control budget and report on expenditure.

September 1, 2019 to October 19, 2021

EDUCATION AND TRAINING.**St. Michael Catholic High School Diploma 2011/2012**

Mathematics, Chemistry, and Physics.

Y.M.C.A Computer training school. Certificate in Microsoft office suite

Excel, PowerPoint, outlook word etc. 2012 to 2013

Wintech professional institute (Diploma, in IT System Support) 2014/2015

Installing and configuring computer Networks. Administer network and data security, including directory, group policy, firewalls, antivirus, email security, etc. Prepare estimates used by management for purposes of planning, organizing, and scheduling work. Computer upgrade, maintenance and repairs. Configuring Networks, troubleshooting and maintenance.

Young African Leaders: Initiative certificate in

Responsible Leadership on Transparency and Good governance. March 2019

Dominion University collage (BSC in Computer science with management)

Data structures and Algorithms. Ethics in computer science, web technology, Calculus, c++ principles of programming, Artificial intelligence, organization policy etc. September 2015 - May 2019

(FRIMPS ANALYTICS) certificate in Big Data Analytics

Data insight and foresight, Advance Excel Application, Data visualization Business intelligent.

January 11, 2020

Asian Development Bank certificate in Financial Globalization Capital Flows and the Global and capital flow. April 26, 2020

Cornerstone foundation: certificate in Qualitative Data Analysis. Introduction to the basic qualitative research in social science. Techniques in Data collection, description, and analysis. June 2020

Skill Front: Information Security Associate. (Assessing risk and disasters associated with event failure). January 26, 2021.

.Membership: CISCO Networking Academy, Mandela Washington Institute, Institute of ICT Professional Ghana and UN Voluntary service.

A volunteer at the Pinasol Foundation as Information and Communication Technology manger.

ADDITIONAL SKILLS

- Adept at Providing Computer Support, Top Customer-Service and Help Desk Skills
- Skilled in Systems Troubleshooting, Installations, and Maintenance.
- Possess In-Depth Knowledge of Numerous Software Packages and Operating Systems.

