

William Annancy

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H/No. E84, Asene, New-Mangoase Akuapim

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PERSONAL INFORMATION

Hobbies

Reading, Listening to Music

Date Of Birth

24/01/1990

Marital Status

Single

SUMMARY

I am able to learn new processes quickly and adapt to different working environment and needs. Moreso, I am hardworking, focused and diligent, coupled with good interpersonal relationship that builds team work annexed to problem solving.

SKILLS

- Diagnostics and repair of computers
- Data entry
- Classroom instruction
- Computer hardware and software configuration

EXPERIENCE

Divine Mother And Child Foundation

2015 > 2022

Volunteer

- I provided general maintenance and repair of desktop/laptop computers
- I also served as an ambassador for the foundation in my community
- Managed social media accounts
- Worked closely with the Programs Manager in planning and executing of community health screenings/outreaches

National Identification Authority (NIA)

2019 > 2020

Mobile Registration Workstation Operator (MRWO)

- Captured onto the enrolment system of the NIA, personal information of applicants as recorded on the registration form.
- Also captured biometric information such as fingerprints, irises and picture of applicants using the Mobile Registration Workstation (MRW) kit.
- Ensured accurate capture of data input(s) received from the Assistant Registration Officer (ARO)

Tadankro CHPS | Ghana Health Service

2019 > 2020

National Service Personnel

- Captured data for monthly health insurance claims.
- Assisted in community health screening/outreaches

EDUCATION

University of Cape Coast 2023	Bachelor Of Education, Educational Psychology
University of Cape Coast 2019	Diploma In Psychology And Foundations Of Education, Psychology And Foundations Of Education
Mangoase Senior High School 2012	WASSCE, General Arts

LANGUAGES

English
Akan (Akuapim Twi)
Ewe

REFERENCES

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