

# CURRICULUM VITAE

## DANIEL MARFO

Dome Born-Again Accra Ghana

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### Profile

Highly motivated and meticulous individual with excellent project and field management skills. Possess excellent interpersonal, organizational, and communication skills, as well as the capacity to work under pressure to achieve deadlines.

### Professional Summary

- Proven excellent leadership and interpersonal relationship skills.
- Possess ability to adapt to new development.
- Proven ability to work both independently and as team work.
- Able to set effective priorities, implement decisions to achieve immediate and long-term goals.
- Analytical and systematic in approach to work.
- Honest and result oriented
- Calm and respectful.

### WORK EXPERIENCE

#### **2012-2014 WEB DEVELOPMENT AND MANAGEMENT SOLUTIONS/ GRAPHICS DESIGN FOR BIZTRUST GHANA / ACCRA GHANA**

Manages the data base and developing a website for Biztrust Ghana, and also manages all social media accounts and graphic designer related works.

#### **2014-2017 PERSONAL ASSISTANT TO GENERAL MANAGER AT QUEEN'S CHEM. COMPANY / ACCRA GHANA**

Coordinate the meetings and events and support of the company. Assist with other workers to solve problems ensure the completion of task deliverable on time. Assist in the preparation of reports and documentations. Time managements and Personal task.

### **2021-PRESENT QUALITY ASSURANCE EXCECUTIVE AT DOCUPRO LIMITED / ACCRA GHANA**

Ensuring verified data are check and cleaned into the data base with the use of special tool (MYSQL)

Quality planning of data information, statistical analysis of data and documentation.

### **PRINTING OF RFID CARDS FOR OMINIBSIC BANK GHANA AND ASSET TAGGING FOR ECOZOIL GHANA**

Design and printing of RFID cards for all staff of the bank across the country for their data base, staff records and attendance system. Printing and tagging of asset for Eco-zoil Ghana for property identification.

### **SOCIAL MEDIA AND EVENT MANAGEMENT**

Planning of events for occasions and online Streaming, Photo and Videography as well as social media management.

### **SKILLS AND ABILITIES**

- Microsoft Excel, Word, and PowerPoint.
- Data Analytics (MySQL, Python, Linux).
- Web development (Html, Css, Java, WordPress).
- Graphic Design (Adobe Photoshop, illustrator)

### **EDUCATION**

#### **WEST AFICAN SENIOR SECONDARY CERTIFICATE EXAMINATION (WASSCE)**

June 2007 – May 2011 West Africa Senior High School and Amasaman Senior High School Accra, Ghana.

#### **HIGHER NATIONAL DIPLOMA HND IN COMPUTER SCIENCE**

September 2017 – September 2020 Accra Technical University, Accra Ghana.

#### **GOOGLE GHANA CERTIFICATE**

2020 CENTRIUM LEARNING

#### **PROFESSIONAL CERTIFICATIONS**

2024 Google Cyber Security Analyst