

CURRICULUM VITAE

PERSONAL INFORMATION

Name: Suraji Sulley

Nationality: Ghanaian.

Marital Status: Single.

Date of Birth: 9TH May, 1994

Gender: Male

Languages Spoken: English, Twi, Hausa.

Religion: Islam

Email Address: surajisulley@gmail.com

Phone Number: (+233) 209044510/240189811.

Address: C/O Ganiu Kadir, GCAA, PMB KIA, Accra.

Hobbies: Sporting activities, exploring nature and problem solving.

CAREER OBJECTIVE

To use my knowledge, Human Relations skills, and Information Technology knowledge help propel the holistic development of the society and any environment I find myself.

EDUCATION AND CERTIFICATES

- BSc Information Technology Management (August, 2013 - August, 2017)

University of Professional Studies, Accra

- WASSCE (September, 2009 - May, 2013)

Okuapemman Senior High School, Akropong-Akuapem

- BECE (September, 2006 - April, 2009)

Madina Islamic School, Accra

WORK EXPERIENCE

Organization: Vodafone Ghana

Position: Front Office Executive

Department: Operations

Period: September, 2018 - Present

Job highlight:

1. Answering and resolving customer queries.
2. Cross-selling and Upselling of company product and services.
3. Assist in getting issues resolved within given SLA.
4. Providing best customer experience on calls.

Organization: Ghana Civil Aviation Authority

Position: National Service Personnel

Department: Air Traffic Safety Engineering Department

Period: September, 2017 to August, 2018

Job highlight:

1. Daily inspection and monitoring of Communication, Surveillance and Navigational Aids equipment.
2. Assist in Troubleshooting faults in Air Traffic Management equipment.
3. Assist in the installation of new equipment.
4. Cleaning and maintenance of equipment.
5. Troubleshooting and fixing telephone issues.

Organization: Ghana Civil Aviation Authority

Position: Attachment Personnel

Department: General Services (ICT)

Period: June, 2016 to August, 2016

Job highlight:

1. Troubleshooting of network connectivity on office computers.
2. Repair and replacement of faulty computer parts.
3. Assisting in hardware installations.
4. Fixing of basic IT software and electronic problems.

PERSONAL SKILLS

Computing: I am proficient in working with both Windows and basic Linux operating systems. Also proficient in basic software usage and technical support and a proficient user in Microsoft Office Suit, Adobe Photoshop, Adobe Illustrator, Basic Java and PHP programming and excellent Data Entry Skills.

Communication: Very good communication skills acquired from various presentations, marketing, customer services and social events.

Organizational skills: Team player, problem solver and team builder.

REFERENCES

Name: Ing. Charles Kraikue

Deputy Director General, Technical

Ghana Civil Aviation Authority

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Name: Ganiu Kadir

Technician Engineer

Ghana Civil Aviation Authority

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