

AFORMALEY OPOKU

WISDOM

PERSONAL INFORMATION

Address: Wisdom Opoku Aformaley, Ho Technical University, Post Office Box HP 217. Ho V/R
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Marital Status: Single
Nationality: Ghanaian

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PROFILE

To work diligently in an organization that will enable me to develop my skills and enhance my ability to contribute towards achieving an organizational goal and to develop my career as a very motivated, innovative, and also good team player in a competitive working condition. Always ready to learn and embrace all challenges and responsibilities.

EDUCATION

<u>YEAR</u>	<u>INSTITUTION</u>	<u>CERTIFICATE</u>
○ 2019 – 2022	Ho Technical University	HND ICT
○ 2016 – 2019	Bishop Herman College	WASSC
○ 2014 – 2016	Ziope D/A JHS	BECE

WORK EXPERIENCES

ADIDOME GOVERNMENT HOSPITAL, NATIONAL SERVICE (CLAIMS UNIT) DUTIES:

- Discharging of Patients from the Hospital's Information System (**PHIS**)
- Daily segregation of claims according to their specialties.
- Generating of Claims Check Code (**CCC**).
- Editing of monthly report to be submitted to NHIA (**National Health Insurance Agency**).
- Process claims for submission.

ADIDOME GOVERNMENT HOSPITAL, NATIONAL SERVICE (IT UNIT) DUTIES:

- Hardware and software installation
- Resolving Networking problems
- Maintenance of computer systems

AWARDS / CERTIFICATES

- Certificate for Linux Fundamentals, Coursera
- Higher National Diploma In ICT
- Certificate for national service

TOP SKILLS

- HTML & CSS
- PHP
- Good Communication Skills
- Good Team Player / Leader
- Problem-Solving Skills
- Database Developer
- Networking

PERSONAL QUALITIES

- An organizer with excellent interpersonal and communication skills
- Self-motivated and a responsible team player
- Disciplined, tactful, and hard-working in a competitive environment

HOBBIES

- Exploring
- Researching
- Video Games
- Reading Books
- Listening to Music
- Watching Movies

REFERENCES

Mr. Yeboah Stephen
Deputy Administrator
Adidome Government Hospital
Post Office Box 5
Mafi Adidome
0557483624

Mr. Afanu Godwin Gawornu
Claims Officer
Adidome Government Hospital
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