**CURRICULUM VITAE**



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| **PRESENT CONTACT INFORMATION**   |  |  | | --- | --- | | **JOSEPH** | **E-MAIL:** [joseph.280443@2freemail.com](mailto:joseph.280443@2freemail.com) | |
| **PERSONAL INFORMATION**   |  |  | | --- | --- | | **NATIONALITY :** | **GHANAIAN** | | **RESIDENT OF :** | **GHANA** | | **BIRTH DATE :** | **SEPTEMBER 14,1979** | | **GENDER :** | **MALE** | | **MARITAL STATUS:**  **PROFESSION :** | **MARRIED**  **ELECTRICAL / COMPUTER HARDWEAR ENGINEER** | |  |  |   **PROFESSIONAL EXPERIENCE**  **26TH NOV TO DATE** **EQUINOX CREDIT RATING & COLLECTIONS LTD**    ICT/MARKETING **ICT/ MARKETING MANAGER**  MANAGER  Nov: 2011 to: August2012 **JAPAUL GULF ELECTROMECHANICALL, LLC.**  Electrical Engineer **RUWI SULTANT OF OMAN U.A.E**  In charge hand:  **AN ELECTRICAL ENGINEER IN CHARGE**   1. Supervise any electrical works at site. 2. Ensure implementationof company standards. 3. Monitor works at site and keeping daily records. 4. Prepare daily register for roll call. 5. Ensuring and supplying of shortage materials at site.  |  |  | | --- | --- | | April, 2010 - Sep,2011  Operations Manager:  Responsibilities:  May 2008 –Sep,2010  Branch manager Ksi:  Responsibilities: | **CY-TECH, CALVARY ENGINEERING LIMITED**  **AN ENGINEERING -SECURITY COMPANY, GHANA/CHINA**  **1**. Establishes production standards of efficiency, minimum and  maximum utilization of resources (machines, raw material and  manpower).  **2**. Supervise production processes to ensure implementation of  company standards.  **3**. Prepares annual production plans and obtains approval of Director  of production.  **4**. Coordinates with Sales Managers to:  **i)**. Plan production capacities according to yearly sales projections.  **ii)**. Monitor production sales to review production schedule accordingly. Ensure enough replenishments of finished goods supply.  **iii)**. Apply effective modification on production plan for timely  production of special orders or promotional items. **5**. Coordinates with procurement officers to ensure smooth supply of  materials.  **6**. Establishes quality control standards and procedures. Ensures  strictly adherence to those standards. **7**. Supervises machines maintenance programs. Recommends  machines modifications if needed. Ensures smooth supply of spare  parts. **8**. Prepares employees safety procedures and makes sure that these  procedures are enforced.    **SKYY DIGITAL TV LTD OFFICES: ACCRA: SKYY HOUSE, 116 YIYIWA DRIVE, ABELENKPE.**  **1**. **E**stablishes quality control standards and procedures. Ensures strictly adherence to those standards.  **2**. **S**upervises machines maintenance programs. Recommends machines modifications if needed. Ensures smooth supply of spare parts.  **3**. **Coordinates with Sales Managers to:**  **a**. Plan production capacities according to yearly sales projections.  **b**. Monitor production vs. sales to review production schedule accordingly. Ensure enough replenishments of finished goods supply.  **c**. Apply effective modification on production plan for timely production of special orders or promotional items.  **4**. **P**repares annual production plans and obtains approval of Director of production.  **5**. **C**oordinates with procurement officers to ensure smooth supply of materials.  **6**. **E**stablishes standards of efficiency, minimum and maximum utilization of resources (machines, raw material and manpower).  **7**. **S**upervise production processes to ensure implementation of company standards.  **8**. **P**repares annual manpower plan. Makes sure all vacant positions are filled in coordination with personnel manager.  **9**. **C**oaches and trains production staff prepares on job training programs. Evaluate performance of staff, recommends promotion, additional training or termination.  **10**. **P**repares employees safety procedures and makes sure that these procedures are enforced. | | Sep,2007 - May 2008  Engineering manager:  Responsibilities:    May,2007-Sep,2007:  Electrical Supervisor;  Responsibilities: | **THE INSTITUTE FOR ADVANCE ICT STUDIES, GHANA** **KUMASI /AYENSAN.**  **ELECTRICAL / MECHANICAL**  **1**. **M**anage maintenance department and apply the preventive  maintenance program on all machines and equipment to minimize problems and shutdown scheduling to ensure timely and appropriate solutions are adopted avoiding major breakdown.  **2**. **P**articipate in putting the company strategies in short and long term.  **3**. **P**rovide total control, maintenance and support to the Institute’s electrical facilities.  **4. Provide total control and maintenance of the generator on daily and monthly basis:**  **a.** . fuel level external tank; **b**. fuel level basement tank ; **c**. lubrication oil level ; **d**. coolant level ; **e**. fuel pre filter ; **f**. leakages of coolant, oil, fuel. **g**. battery level acid solution; **h**. battery voltage level; **i**. radiation pollution; **j**. V-belt tension.  **5. Provide total control and maintenance of the generator every 500 running hours:**  **a**. change fuel filter ;**b**. clean fuel pre filter; **c**. change lubrication oil filters’. **d**. Change oil’. **e** clean and replace air filter.  **6. Provide total control and maintenance of electrical facilities:**  **a**. air-conditions, **b**. fans, **c**. friges, **d**. power sockets, e. ect.  **GUINNESS GHANA BREWERIES GROUP, KUMASI** **AHENSAN- BRANCH, -KUMASI.**  **R**esponsible for maintaining and Developing of quality products, (**FBI**) Full bottle inspector, (**EBI**) empty bottle inspector, **Conveyers**, **Washer** for resin bottles, **Video jet** machine and labeling machine (**labeler**) Filler, Pasturiser.  (ii) Installations, electrical preventive maintenance, troubleshooting  and repairs of electrical appliance (machineries).  (iii) **I**nstallations, maintenance, troubleshooting and repairs of the  companies diesel generators. | | Jan,2006- April, 2007   As stores assistant:  Responsibilities: | **GUINNESS GHANA BREWERIES GROUP, KUMASI**  **EMPLOYMENT WITH L’AINE SERVICES LIMITED ASSIGNED TO GUINNESS GHANA BREWERIES GROUP,**  **AS STORES ASSISTANT**   1. **I**n charge of stock keeping 2. **C**leaning of tools and spear parts 3. **G**reasing of tools and spear parts 4. **D**ocumentations of tools and spear parts   **5. O**rdering and supplying of tools and spear parts | |  |  | |  |  | |  |  | |  |  |   **ATTACHMENT**   **ELECTRICITY CORPORATION OF GHANA**  Feb1999 – Jan2000: **1**. **W**orked with the projects gang on overhead lines construction for  Student**:**  four (4) Months  **2**. **F**ive (5) months practical training of maintenance on their primary  Substation Equipment’s  **EDUCATION :** **COMPUTER OPERATIONS AND SYSTEMS PROFESSIONAL**   |  |  | | --- | --- | | June/November,2005: | **NIIT ,COMPUTER LEARNING CENTER GHANA, KUMASI** Certified /Diploma in ICT, Microsoft XP Level (2)  **M**icrosoft Works , **H**ardware & software, **M**icrosoft Visio | | May/July 2005: | **KUMASI POLYTECHNIC**  **CERTIFICATION**: Electrical Engineering Technician 111   1. **A**dvance Electrical Technology 1 2. **A**dvance Electrical Technology 11 3. **G**eneration Transmission & Electrical Energy | |  |  | |  |  | | May / July: 2003 | **KUMASI POLYTECHNIC**  **CERTIFICATION**: Electrical Engineering Technician 11   1. **M**athematics & Science 2. **E**lectrical Technology 3. **E**lectrical Power Option | |  |  | | May /June: 2002 | **KUMASI POLYTECHNIC**  **CERTIFICATION**: Electrical Engineering Technician 1   1. **C**ommunication & Science 2. **E**lectrical Engineering Principles 3. **M**athematics | |  |  | | Nov / Dec ,2000 | **KUMASI TECHNICAL INSTITUTE** **CERTIFICATION**: Electrical Installation Work   1. **E**lectrical Principles 2. **E**lectrical Installation Work & Regulation 3. **P**ractical Work & Assessment | |  |  | |  | **OPOKU WARE SECONDARY SCHOOL, KUMASI** Certification, S.S.C.E,(Agriculture Science |  |  |  |  |  | | --- | --- | --- | --- | | **SKILLS**  Driving  Electrical Installation works,  Electrical maintenance works  Troubleshooting and repairs of diesel generators  Install and repairs of close circuit television, ‘CCTV’  Computer hardware and troubleshooting. |  |  |  |   **CERTIFICATES**  Electrical Engineering Technician III.  NIIT- certified computer hardware technician.  Confirmed letter from Electricity Corporation of Ghana  Professional Driver’s Licence C   |  |  |  |  | | --- | --- | --- | --- | | **HOBBIES**  Driving  Traveling  Swimming  Playing Lawn tennis  Internet Browsing  Cooking  **LANGUAGES**  Fanti  Twi |  |  |  | | English |  |  |  | |