EMMANUEL MAWUTOR COFFIE

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SUMMARY

A highly organized and detail-oriented professional with a strong IT and software engineering foundation. Expertise in providing elite administrative and operational support to technical teams, seamlessly bridging the gap between complex project requirements and flawless execution. Leverages technical proficiency in programming, web development, and database management to design solutions that optimize workflows, enhance accuracy, and drive measurable business performance.

KEY COMPETENCES

- End-to-End Software Development
- Database Development and Management
- Data Analysis using Python and Excel
- Data Visualization and Visual Presentation Design
- Skilled with React, Node.js and Django
- Report Preparation & Data Tracking
- Microsoft Office (Word, Excel, PowerPoint)

EXPERIENCE

Electricity Company Ghana Ltd. *Nov. 2024 – Dec.2025*
Corporate Planning National Service Personnel

- Monitored progress on existing projects, providing updates when necessary.
- Set specific goals for projects to measure progress and evaluate end results.
- Analyzed complex information from multiple sources to identify patterns or trends.
- Evaluated existing systems and processes against industry best practices to enhance efficiency.

Ministry of Food and Agriculture *Sept. 2023 - Dec. 2023*
IT Intern

- Evaluated software or hardware to recommend improvements or upgrades.
- Responded promptly to helpdesk requests from internal staff members.

Ghana Civil Aviation Authority *June 2021 - Sept. 2021*
Software Development Intern

- Provided feedback on changes needed to enhance existing applications or processes.
- Monitored system performance to ensure optimal operation and security protocols are met.
- Troubleshot daily IT desktop client issues, supporting multiple departments and various offices.

EDUCATION & CERTIFICATIONS

Bachelor of Science 2021 - 2024
Computer Science And Engineering | University of Mines and Technology

Certification in Huawei Certified ICT Associate 2022
Huawei ICT Academy

EXTRACURRICULAR ACTIVITIES

- Sports Captain| University of Mines and Technology