

Jude Eli Bedi-Mensah

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PROFESSIONAL EXPERIENCE

Reiss & Co (Gh) Ltd.

(Dec. 2020 – Present)

▪ ***Systems Analyst & Admin Assistant at Reiss Industrial Solutions***

- I aided with the rollout and training of personnel on Odoo ERP, which substantially increased reports and task execution by 50% in Q1.
- Prepared and won diving sets for Ghana's ports and harbours authority tender valued at over eight hundred thousand Ghana cedis.
- Repair and calibrate gas detection equipment for customers, on-site and in a workshop.

▪ ***Systems Analyst & Personal Assistant to Managing Director***

- Proficiently planned and coordinated travel arrangements, including booking flights, arranging accommodations, and scheduling ground transportation, ensuring a smooth and hassle-free travel experience.
- Maintained up-to-date and accurate client appointment schedules and confidential employee files, ensuring that information was organized and easily accessible.
- Conducted thorough testing and evaluation of new hardware and software, ensuring they met organizational requirements and standards.

EIB Network Ghana Ltd.

(Aug 2016 – Oct 2020)

▪ ***I.T. Executive***

- Provided technical support and network monitoring, ensuring seamless hardware and software operations.
- Conducted routine system checks and maintenance procedures to prevent potential issues and ensure optimal performance.
- Effectively managed petty cash and honorarium for guests.

Uber Ghana

(Jun 2016 – Jul 2016)

▪ ***Volunteer***

- Successfully onboarded drivers, ensuring they were well-informed about company policies and procedures.
- Thoroughly verified drivers' documents to ensure compliance with regulatory requirements.
- Conducted comprehensive checks of vehicle conditions, ensuring that they were in good working order and met company standards.

Ghana Ports and Harbour Authority (Attachment)

(Jul 2015 – Aug 2015)

▪ *I.T. Support Officer*

- Troubleshoot and fixed hardware and software problems, ensuring minimal disruption to operations.
- Utilized the Integrated Manifest Billing System (IMBS) to streamline billing and invoicing processes, improving overall efficiency.
- Resolved internet issues promptly, ensuring uninterrupted internet connectivity for all users.

EDUCATION

Bachelor of Information Technology (Aug 2012 – Jul 2016)

Ghana Communication Technology University (GCTU) | Cumulative Weighted Average **62.25%**.

Coursework: Software Development and Design, Systems Programming, Network Applications, Software Engineering Analysis, Database, System Engineering, Software Modelling.

SKILLS & INTERESTS

Interests: Acting and Theatre, TED Talks, Photography, Internet Marketing

Languages: English

Technical: SQL, System Administration, Front-End Developer

REFERENCES

Mr. Carlos Ankora

Lecturer

Ghana Technology University College

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Mr. Nana Addo Dankwah

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