



Robert Frimpong Adu

Tamale, Ghana NS-369-413 0240229932

info@adufrimpong.com

WEBSITES, PORTFOLIOS, PROFILES

- <https://www.adufrimpong.com>

PROFESSIONAL SUMMARY

Experienced Web Developer with a passion for creating attractive and interactive websites meeting customer needs and exceeding expectations. Well-versed in developing custom WordPress themes and plugins. Excels in HTML, CSS, JavaScript and PHP development.

SKILLS

- Social Media Marketing
- Direct Email Campaigns
- Website Structure
- E-Commerce Design
- Web Design
- Website Maintenance
- Mobile Optimization
- Domain Registration
- Website Navigation
- WordPress Theme Design
- Social Media Integration
- Online Marketing Integration
- JavaScript
- HTML

WORK HISTORY

IT OFFICER

03/2023 to CURRENT

Kasima Company Limited | Tamale

- Demonstrated familiarity with latest hardware, software and networking technology.
- Reviewed and assessed architecture design, implementation, testing and deployment needs to identify project requirements and costs.
- Collaborated with other departments to help meet IT needs and properly integrate and secure systems.
- Oversaw IT department operations and training.
- Coordinated IT operations activities to deliver smooth flow of daily business needs.
- Identified computer hardware and network system issues, performing troubleshooting techniques for remediation.

WEB DESIGNER

02/2023 to CURRENT

Dreametech IT Solutions | USA

- Completed domain name registrations and maintained website and web hosting account.
- Promoted brand identity by creating company logos and delivering attractive, user-friendly and unique website.
- Determined coding requirements for specialized scripts.
- Enhanced functionality and appearance of website and repaired

functionality issues.

WEB DESIGNER

01/2023 to CURRENT

Sharperbirds Consulting | Accra, Ghana

- Completed domain name registrations and maintained website and web hosting account.
- Promoted brand identity by creating company logos and delivering attractive, user-friendly and unique website.
- Troubleshoot technical issues and optimized websites for search engine optimization, performance and accessibility.
- Designed highly engaging interactive user interfaces that complied with modern web standards.
- Kept software up to date and monitored website for security vulnerabilities to boost overall security.
- Delivered services as web developer and webmaster, acting as project manager for platform transition.
- Developed graphic and image assets for both content and digital marketing efforts.

TRAINING OFFICER (MATHEMATICS)

08/2021 to CURRENT

Gratis Technical Institute | Tamale

- Explaining mathematical formulas, equations, and theories in a clear and concise manner, and providing examples and exercises to help students understand and practice these concepts.
- Create lesson plans that are engaging, challenging, and relevant to their students' learning needs.
- Provide individualized instruction and support to students who are struggling with mathematical concepts.
- Creating a positive classroom environment that encourages collaboration, critical thinking, and a love of learning mathematics.

EXECUTIVE CREATIVE DIRECTOR

02/2016 to CURRENT

Adu Frimpong IT Solutions | Tamale

- Develop and oversee the development of creative concepts for various projects, such as advertising campaigns, marketing initiatives, and product launches.
- Managing and mentoring creative teams, including designers, copywriters, and other creative professionals.
- Maintaining brand consistency across all marketing and advertising materials.
- Building and maintaining relationships with clients. This includes understanding their needs and objectives, managing expectations, and presenting creative concepts in a compelling and persuasive manner.

ACCOUNTANT

09/2017 to 01/2019

Nananom Group of Companies | Tamale, Ghana

- Compiled general ledger entries on short schedule with 100%

accuracy.

- Tracked funds, prepared deposits and reconciled accounts.
- Gathered financial information, prepared documents, and closed books.
- Trained new employees on accounting principles and company procedures.
- Handled day-to-day accounting processes to drive financial accuracy.
- Provided journal entries and performed accounting on accrual basis.

ACCOUNT OFFICER

02/2014 to 12/2016

Naachia Estates Limited | Kumasi, Ghana

- Inspected account books and recorded transactions.
- Educated clients on new products or services to increase customer engagement with brand.
- Tracked financial progress by creating quarterly and yearly balance sheets.
- Maintained account accuracy by reviewing and reconciling checks monthly.
- Reviewed and mitigated discrepancies to increase sales, reduce costs and streamline processes.
- Supported management by processing invoices and documents with consistent on-time delivery.
- Recorded deposits, reconciled monthly bank accounts and tracked expenses.

EDUCATION

Bachelor of Science | Accounting And Finance

EXPECTED IN 02/2025

Institute of Chartered Accountants , Ghana

Certificate | Full Stack Development

11/2021

OpenLabs Ghana, Tamale

Certificate | Cyber Security

11/2021

OpenLabs Ghana, Tamale

Bachelor of Science | Accounting Education

07/2013

University of Education, Winneba, Kumasi Campus