

CURRICULUM VITAE

PERSONAL DETAILS

NAME : MAXWELL HAMZA AIDOO
DATE OF BIRTH : 16TH APRIL, 1993
POSTAL ADDRESS : P.O. Box KN178 KANESHIE
HOMETOWN : CAPE COAST
RESIDENTIAL ADDRESS : GA-004-2849
MARITAL STATUS : SINGLE
EMAIL :maxwellaidoohamza@gmail.com
CONTACT NUMBER : 0545021422

EMPLOYMENT HISTORY/EXPERIENCE

CONTROLLER & ACCOUNTANT GENERAL'S DEPARTMENT

August, 2022

Position/Grade: Datacenter Technician

Duties:

- Respond to hardware or connectivity failures.
- Control physical access to the data center.
- Check HVAC, power usage, and UPS systems.
- Report temperature or humidity issues.
- Perform routine inspections of racks, cabling, and power systems
- Active Directory Management
- Training staffs across the country on how to use GIFMIS system.
- Create, Reset and Setting up staffs active Directory.

UNITY LINK FINANCIAL SERVICE LTD

Jan, 2021- May 2022

Position/Grade: Customer service/compliant/transaction monitoring officer

Duties:

- Assist customers with account inquiries, transactions, and problem resolution.
- Ensure all customer transactions comply with internal policies and regulatory requirements (KYC/AML).
- Verify customer identity and documentation for new accounts and high-value transactions.
- Monitor daily financial transactions for unusual or suspicious activity.
- Flag, investigate, and report suspicious transactions to the compliance manager or relevant authorities.

MAX MART SHOPPING CENTER

Aug 2011- Jul 2012

Position/Grade: Cashier

Duties:

- Scan items, process cash, credit, and mobile money transactions accurately.
- Issue receipts, refunds, or exchanges as authorized.
- Balance cash drawer and reconcile daily sales at the end of shift.
- Maintain a clean and organized checkout area.

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KEYSKILLS AND COMPETENCIES

- Good interpersonal and communication skills with strategic mind-set
- Demonstrated ability to identify and act on opportunities
- Demonstrate ability for multi-tasking.
- Possess the ability to work both independently or in a team environment.
- Ethical in the execution of duties.

EDUCATION

GHANA COMMUNIATION TECHNOLOGY UNIVERSITY

Bachelor Degree (BSc. I.T)

May2020-May2024

ST. JOHN'S GRAMMAR HIGH SCHOOL.

Sept 2011 – JUNE 2014

Senior Secondary Certificate Examination (SSCE)

BAKO'S MEMORIAL PREP. SCHOOL.

2009 – April 2011

Basic Education Certificate Examination (BECE)

Trainings/ Conferences Attended

- | | |
|---|-----------------|
| ▪ Ghana Digital and innovation week | September, 2023 |
| ▪ Global Business Services Summit | september,2023 |
| ▪ Gifmis Training Workshop for Lead Trainers, Support Trainers and Technical Support. | January,2024 |
| ▪ Gifmis Refresher Training for Internally Generated Funds (IGF) Institutions. | November,2024 |

PCERTIFICATIONS

- | | |
|--|-----------------------|
| ▪ <i>IPMC IT Training</i> | <i>May,2020</i> |
| ▪ <i>Technical Support fundamentals (Coursera)</i> | <i>June,2020</i> |
| ▪ <i>Certified Cybersecurity (ISC²)</i> | <i>July, 2023</i> |
| ▪ <i>Foundation of Cybersecurity (Coursera)</i> | <i>November, 2022</i> |
| ▪ <i>Tools of Trade: Linux & SQL (Google)</i> | <i>December,2023</i> |
| ▪ <i>Mastercard- Cybersecurity Job Simulation</i> | <i>January, 2024</i> |

ADDITIONAL INFORMATION/INTERESTS

- **Interests:** Cooking, Reading, Teaching.
- **skills:** Microsoft Office Suit, Active Directory, Server Management, React Developer
- **Language Spoken:** English, Twi, Hausa, Fante.

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REFERENCES

1. EBENEZER NII TACKIE YABOI (HEAD, PROJECT, GIFMIS)
Tel: 0244653325
2. MRS. EMELAI OSEI-DERKYI (HEAD, FINANCE & ADMINISTRATION)
Tel: 0208167941

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