ANDJANDJI JESUS FAREL CALVIN
IT SUPPORT • DIGITAL SERVICES • DATA & ADMINISTRATION
Accra, Ghana | +(233) 02645440315 | andjamix_visuel@gmail.com | andjamix.co.uk

PROFESSIONAL PROFILE

Versatile IT and digital-services professional with training in application programming, graphic design, data analysis and business computing. Practical experience supporting print and office operations, preparing documents and visual materials, handling customer requests, and using digital tools for everyday business tasks. Knowledge of computer troubleshooting, Microsoft Office, SQL fundamentals, web technologies and data-analysis workflows. Adaptable, service-minded and comfortable learning new systems and working across technical, administrative and creative responsibilities.

CORE SKILLS

• IT support & basic computer troubleshooting • Graphic design & visual communication • Microsoft Office / document preparation • Data entry, data handling & reporting support • SQL fundamentals & data analysis
HTML, CSS, JavaScript & web fundamentals • Printing, scanning, photocopying & document finishing • Customer service, communication & teamwork • Office administration & digital file organization • Basic networking concepts (TCP/IP, OSI model)

PROFESSIONAL EXPERIENCE

IT, Digital Services & Print Operations | *Accra, Ghana* |
Current

- Support day-to-day IT and office-service activities in a print and digital-services environment.
- Prepare and process documents, printing, scanning, photocopying, passport photos, lamination and binding jobs.
- Create and edit graphic materials for customers, including flyers and other business visuals.
- Assist customers with document formatting, digital tasks and general computer-related requests.
- Use office equipment and software while maintaining attention to accuracy, presentation and service quality.**Computer Skills**

Training Internship – Commercial Management | *ONI* | *3-month internship*

- Completed a practical internship in a commercial-management environment, gaining exposure to business and office workflows.

EDUCATION & PROFESSIONAL TRAINING

Application Programming | *ONI, Bangui, Central African Republic* | *32nd promotion*

- Training included HTML, CSS, JavaScript, Visual Basic .NET, computer maintenance, Microsoft Office, troubleshooting, antivirus, TCP/IP and OSI networking concepts.

Advanced Diploma in Graphic Design | *TechMedia*
Data Analysis / Data Engineering Training | *TAS*
English Language Diploma | *9-month programme* |
Ghana **Office Computing / Bureautique** | *Professional training*

CERTIFICATIONS & ADDITIONAL LEARNING

- Digital Marketing & AI – Great Learning
- Project Management 101 – Simplilearn
- AI for Data Analysis – Eureka
- AI – HP LIFE
- Additional self-directed learning in Python, pandas, SQL, cybersecurity and mobile-device software

TOOLS & TECHNICAL KNOWLEDGE

- Microsoft Word, Excel and PowerPoint | SQL fundamentals | Python fundamentals / pandas
- HTML, CSS, JavaScript | Visual Basic .NET | Windows troubleshooting
- Graphic-design software and digital content tools | Printers, scanners and office equipment

LANGUAGES

- French – Fluent
- English – Basic / developing