

BOAKYE PETER

Phone: +233558466701. **Email:** petboa123@gmail.com. **Address:** Accra, Ghana.
LinkedIn: www.linkedin.com/in/peterboakye. **Portfolio:** <https://petboa.pages.dev/>.

SUMMARY

I'm highly motivated with a passion for innovation. My aim is to use my skills to create top-notch solutions that solve tough problems and benefit customers. I'm not just about making money; I want to build a thriving business that also contributes positively to society and the economy. By focusing on innovation and social impact, I believe we can make a better world for everyone.

SKILLS

- Microsoft Office (Excel, PowerPoint, Word).
- Tableau.
- Power Bi.
- SQL.
- Python.
- HTML/CSS.
- JavaScript.
- SPSS.
- GitHub.
- Problem solving.

EDUCATION

University of Ghana	Bachelor's Degree in Economics and Psychology	2018 – 2022
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EXPERIENCE

Records Assistant	Pantang Hospital	October,2023 - December, 2023
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- Demonstrated proficiency in collecting, organizing, and maintaining patient records, adhering strictly to confidentiality protocols and regulatory standards.
- Managed and promptly responded to requests for patient records, ensuring accuracy and completeness in every transaction.
- Executed rigorous quality checks to guarantee the accuracy and integrity of patient data, contributing to the efficient delivery of healthcare services.
- Collaborated with interdisciplinary teams to facilitate the exchange of pertinent patient information, fostering a cohesive approach to patient care.

National Service Personnel	Pantang Hospital	November,2022 - September, 2023
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CERTIFICATIONS

- Google Data Analytics, Google
- Software Engineering, ALX Africa
- Google Cybersecurity, Google
- Leadership Course, Aspire Institute
- Development Economics, Institute of Labor Economics
- Financial Awareness, Lactera Global Education

REFERENCES

Available upon request.