

# BASIRU KOFI MANU

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## OBJECTIVE

I'm looking for full-time work in the construction and infrastructure industry.

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## PERSONAL STATEMENT

As a qualified electrician I have a vast knowledge of electrical legislation, codes and standards of practice. I have experience in installing, maintaining and testing electrical systems and equipment in domestic, commercial and industrial environments. I am physically fit for the demanding nature of the work

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## WORK HISTORY

### Classic Electrical Wire works

Accra, Ghana  
Feb 2015 - Present

#### ● Residential Electrician

Residential electricians install wiring and troubleshoot electrical problems in peoples' homes. Work in new-home construction install outlets and provide access to power where needed. Read blueprints or technical diagrams.

Install and maintain wiring, control, and lighting systems.

Inspect electrical components, such as fuse and circuit breakers.

Identify electrical problems with a variety of testing devices.

Repair or replace wiring, equipment, or fixtures using hand tools and power tools.

Follow state and local building regulations based on the National Electric Code.

Direct and train workers to install, maintain, or repair electrical wiring or equipment.

Residential Electricians – work in home dwellings that can range from single-family houses to large apartment complexes.

Commercial Electricians – Work sites on include office buildings, retail outlets, schools, hospitals, and industrial facilities that do not involve high-voltage, install and repair electrical systems found in existing commercial buildings, new construction, and renovation projects.

Main electrical service connection to the residence – overhead or underground connection

Lighting – light fixtures, light switches, closet lighting, and outside lighting.

- install, test, troubleshoot and repair electrical wiring, fixtures, control devices and related equipment in all types of buildings and other structures.

### Francis Construction Company

Accra, Ghana  
Aug 2012 - Jan 2015

#### ● Construction Workers

- Maintaining tools and equipment Cleaning up work sites Moving equipment and materials loading and Unloading Materials Unloading,

- carrying and stacking building materials and place tools and equipment in position Using wheelbarrows to remove rubble and rubbish from building sites Cleaning surfaces for painter

### Bostan Painting

Accra, Ghana  
Aug 2011 - May 2012

#### ● Supervisor &Painter

- Supervised crew of 4-9Arranged for daily suppliesDelegated jobsPrepared work areaProvided professional painting services to customersSupervised paintersServed as assistant project manager for all project

### Yarmb Company Limited

Kasoa, Ghana  
Dec 2007 - Jun 2011

#### ● Auto Mechanic Assistant

- Repairing and servicing vehicle booked into the workshopDiagnosing faults on vehiclesCarrying out warranty repairs to manufacturers guidelinesStripping, fitting and replacing components on vehiclesDealing with customer queries

- Change engine oil and lubricate running gears or moving parts of automobiles,Replace oil, air and fuel filters on motor vehicles,Install replacement mufflers, exhaust pipes, shock absorbers or radiator Assist mechanics and perform other duties as directed

### Slim Auto Mechanic Workshop

Kumasi, Ghana  
Jan 2003 - Aug 2007

### Slim Auto Mechanics Workshop

Kumasi, Ghana  
Mar 1999 - Oct 2002

### ● Auto Mechanic Assistant

- Assists mechanics to: detect and diagnose faults in engines and parts. Dismantle and remove engine assemblies, transmissions, steering mechanisms and other components, and check parts.
- Repair and replace worn and defective parts and reassemble mechanical components, and refer to service manuals as needed. Perform scheduled maintenance services such as oil changes, lubrications

### ● Auto Mechanic Apprentice

Inspect vehicle engine  
Inspect mechanical components  
Diagnose issues timely and accurately  
Conduct regular maintenance work such as replacing fluids, lubricating parts  
Schedule future maintenance sessions  
Advise motorists on good vehicle use  
Offer our products and services  
Build relationships with clients  
Act as an advisor and give useful advices for car maintenance  
Bill services  
Maintain equipment and tools in good condition

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## QUALIFICATIONS

### Kumasi Technical Institute

Kumasi, Ghana  
2000 - 2003

### ● . Motor Vehicle Mechanic

Mathematics, English, Science and Engineering Drawing  
Practical Work assessment and Liberal Studies

### Alison Online Education

Galway, Ireland  
2021 - 2021

### ● Certificate in Electrical Trade

### Alison online Education

Galway, Ireland  
2020 - 2020

### ● Electrical Wiring System

### Alison online Education

Galway, Ireland  
2020 - 2020

### ● Diploma in Electrical Studies

### Classic Electrical Wire works

Accra, Ghana  
2015 - 2018

### ● Electrical Wiring

### Slim Auto Mechanic Workshop

Kumasi, Ghana  
1999 - 2002

### ● Apprenticeship Certificate in Auto Mechanic

### Ayeduase Junior High School

Kumasi, Ghana  
1998

### ● Basic Education Certificate Examination

- Mathematics, English, Science and Technical Drawing

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## TECHNICAL SKILLS

- Drilling machine, Cutting machine

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## REFEREES

Referees available on request.