

# Basiru Kofi Manu



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## CAREER GOAL

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## OCCUPATIONS

### Industry

### Occupation

Trades & Services (15 years)

Electricians; Automotive Trades;  
Labourers; Painters & Sign  
Writers

## CORE SKILLS

- Working with others.
- Problem-solving skills.
- Time management
- Patience

## PROFESSIONAL ATTRIBUTES

- Ability to work in a team or independently. ...
- Good communication and people skills.
- Good English skills. ...
- Understanding of regulatory requirement

## WORK HISTORY

### Residential Electrician | Feb-2015 to Dec-2021 Classic Electrical Wire works

Installing and maintaining electrical systems, equipment and devices.

Using and maintaining hand and power tools, such as screwdrivers, pliers and drills.

Repairing wiring systems.

Installing electrical conduits, cables, tubing.

### Construction Labourer | Aug-2012 to Jan-2015 Francis Construction Company

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 painters

**Supervisor and Painter | Aug-2011 to May-2012  
Bostan Painting Company**

Supervised crew of 4-9

Arranged for daily supplies

Delegated jobs

Prepared work area

Provided professional painting services to customers

Supervised painters

Served as assistant project manager for all projects

**Auto Mechanic Assistant | Dec-2007 to Jun-2011  
Yarmb Company Limited**

Ring and servicing vehicle booked into the workshop

Diagnosing faults on vehicles

Carrying out warranty repairs to manufacturers guidelines

Stripping, fitting and replacing components on vehicles

Dealing with customer queries

Ensuring that all jobs are running smoothly and deadlines are met

Pre-delivery Inspections are carried out at client site.

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 radiators on motor vehicles,

Add or replace hydraulic and transmission fluids in motor vehicles,

Assist mechanics and perform other duties as directed

**Auto Mechanic Assistant | Aug-2003 to Aug-2007  
Slim Auto Mechanic Workshop**

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 and engine tune-ups

to achieve smoother running of vehicles and ensure compliance with pollution regulations.

Reassemble engines and parts after being repaired.

Test and adjust mechanical parts after being repaired for proper performance,

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## EDUCATION

**Motor Vehicle Mechanic | 2003**  
Kumasi Technical Institute

**Apprenticeship Certificate in Auto Mechanic | 2002**  
Slim Auto Mechanic Workshop

**Apprenticeship Certificate in Electrical Wiring | 2018**  
Classic Electrical Wire works

**Certificate in Electrical Wiring System | 2020**  
Alison Online

**Diploma in Electrical Studies | 2020**  
Alison online

**Certificate in Electrical Trade | 2021**  
Alison Online

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## LANGUAGES

- Ghana
  - Hausa
  - Twi
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## HOBBIES & INTERESTS

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## REFERENCES

References are available upon request

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