BORTEY ABABIOM SETH

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https://www.linkedin.com/in/seth-bortey-444350266

https://dabsportfolio.com

PROFESSIONAL SUMMARY

Results-driven IT Specialist, Full-Stack Developer, and Recruitment Officer with hands-on experience spanning software development, administrative leadership, and IT infrastructure support. Proven track record of building production-ready web applications from scratch using PHP frameworks, AI prompt engineering, and database management, alongside hosting and SEO optimization. Demonstrates exceptional adaptability and performance, earning recognition as outstanding staff during National Service for executing end-to-end recruitment pipelines, client operations, and administrative finance.

EDUCATION & QUALIFICATIONS

- **B.Sc. in Information Technology** (University of Cape Coast, 2021 – 2025)
- **West African Senior School Certificate (WASSCE)** (Aburi Senior High Technical School (General Arts), 2018 – 2021)
- **Basic Education Certificate Examination (BECE)** (Pokuase Methodist B JHS, 2018)

CORE COMPETENCIES

- Web & Software Development: PHP, MySQL, Database Management, Full-Stack App Architecture, AI Prompt Engineering, Web Hosting (NameCheap), SEO
- IT Support & Infrastructure: Computer Hardware Troubleshooting, Systems Maintenance, Office Equipment Operation (Printing/Scanning)
- Recruitment & HR Operations: Candidate Screening, Pre-Interview Assessments, Interview Scheduling, Candidate Shortlisting, Field Scouting
- Creative & Design: Graphic Design, Visual Asset Creation
- Microsoft Suite: Word, PowerPoint, Excel

WORK EXPERIENCE

ZIPLINE RECRUITMENT SERVICES (ZRS) (NOV 2025 – PRESENT)

National Service Personnel

Recruitment & Administrative Personnel

- Assisted in the management of end-to-end recruitment cycles, including candidate sourcing, conducting pre-interviews, shortlisting and analyzing candidates' CVs, and interview coordination.
- Assisted in the preparation of official company documents, including quarterly performance reports, guard/candidate onboarding, writing memos, and preparing client onboarding schedules.
- Assisted with administrative and banking tasks: processing request and payment vouchers (PVs), writing cheques, managing Service Request Forms, and handling bank deposits/withdrawals.
- Managed fleet logistics by issuing and tracking fuel coupons for drivers and riders.
- Wrote and issued invoices and collected service charges from clients.
- Distributed company-branded brochures and Flyers and engaged prospective clients on the company's services.

AMASAMAN MUNICIPAL OFFICE, AMASAMAN, GHANA (2024)

IT Support Intern

- Diagnosed, repaired, and maintained hardware and software across workstation computers to ensure smooth office operations.
- Provided technical support and routine system updates for administrative staff.
- Freelance Graphic Designer & Web Developer

SELF-EMPLOYED (2023 – PRESENT)

- Delivered custom graphic design solutions and promotional media for private clients.
- Developed, deployed, and managed custom web applications and client projects.

TECHNICAL PROJECTS

1. dabsmegadataconnect.com **(E-Commerce Web Application)**

- Developed a fully functional data-reselling web application from scratch using PHP and MySQL.
- Managed full-stack deployment, hosting on Name cheap, SEO optimization, and database architecture.

2. Final Year Project Topic Selector System **(University of Cape Coast)**

Architected and implemented the complete backend infrastructure and database operations for the student project management portal.

HONORS & LEADERSHIP

- Recipient of 2026 Q2 Outstanding Performance Award: Recognized by Executive Management at ZRS for dedication, commitment, and hard work.
- Community & Church Involvement: Multi-instrumentalist (Drummer), active in community leadership and youth engagement.

REFEREE

- Mr. Robert Mawunyo – Passionate Tutor

024 060 5684

- Mrs. Bortey Mavis – Mother

054 076 8244

- Mr. Bortey Meshack – Entrepreneur

055 012 3504