

BISMARCK TEYE KWESI



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Nationality:

Ghanaian

Languages Spoken: English, Dangme, and Twi

Summary

Proactive and detail-oriented accounting graduate with proficiency in Microsoft Excel, QuickBooks, and other accounting software. Currently pursuing Chartered Accountancy certification, with hands-on experience managing accounts and financial reporting. Strong analytical skills and administrative expertise gained from roles in accounting, education, and leadership positions. Skilled in financial management, internal controls, and data analysis, with a proven track record in both corporate and academic environments.

Education

Student (Level Two) Institute of Chartered Accountants Ghana	<i>2023 to date</i>
Bachelor of Science, Accounting Education University of Education, Winneba	<i>2018 – 2022</i>
Business Accounting (WASSCE) Yilo Krobo Senior High Commercial School (YIKROSEC).	<i>2012 – 2015</i>

Working Experience

Accounts Officer UK Chemicals Co. Ltd, Kumasi, Ghana. <ul style="list-style-type: none">Manages accounts payables and receivables.Checking financial documents and entries for accuracy.Prepares payment vouchers and receipts.Communicating with clients regarding billing and payments.Filling of taxes.Internal controls and compliance.Payroll management.	<i>May 2024 to date</i>
Senior Administrative Assistant (Volunteer) Akenten Appiah-Menka University of Skills Training and Entrepreneurial Development (AAMUSTED), Kumasi, Ghana. <ul style="list-style-type: none">Arranging meetings, and attending them to take detailed minutes.Preparing spreadsheets, presentations and statistical and budget reports.Submit and reconcile expense reports.Develop and maintain a filing system.	<i>Nov 2023–Apr 2024</i>

Research and Teaching Assistant (National Service)**2022 – 2023**

Akenten Appiah-Menka University of Skills Training and Entrepreneurial Development (AAMUSTED), Kumasi, Ghana.

- Marking of assignments and quizzes.
- Assisting in supervising undergraduate research.
- Analyzing of data.
- Preparing PowerPoint presentations.

Administrative Assistant – Accounts (Industrial Attachment).**Sept-Dec, 2021**

Prince Osei-Tutu Skills and Entrepreneurial College, Kumasi.

- Managing accounts and performing bookkeeping.
- Preparing communications, such as memos, emails, invoices, reports, and other correspondence.
- Checking financial documents and entries for accuracy.
- Verifying payment vouchers and receipts.

Sales Agent**2016-2020**

Neo Life International (GNLD), Accra and Tema.

- Marketing and selling the company's products.
- Maintaining customer relations.
- Contacting new and existing customers to discuss their needs.

Account Clerk**2015-2017**

Ruthy Catering Services, Tema.

- Maintaining detailed reports of services performed.
- Taking inventory and keeping records.
- Verifying claims and processing orders and deposit slips.

Positions Held**Programs Committee Chairman****2021 – 2022**

Students' Parliament of Ghana, AAMUSTED, Kumasi House.

- Initiating and executing outreach programs.
- Teaming up with the organizing committee in executing approved programs by the house.

Judicial Board Secretary**2021 – 2022**

Atwima Hall, AAMUSTED.

- Makes the hall constitution accessible to JCRC members at any time.
- Swearing of appointees into office in the absence of the Chief Justice.
- Serves as the registrar of the JCRC court in the matter of dispute resolution.

Second Deputy Speaker**2020 – 2021**

Students' Parliament of Ghana, AAMUSTED, Kumasi House.

- Acting by constitutional instrument in proceedings and all duties assigned to the speaker, in the absence of the speaker and the first deputy speaker.
- Presiding over sittings in the absence of the speaker and the first deputy speaker.

- Hosting a radio parliamentary program on Mynd FM

Other Certificates

- **Certificate in QuickBooks and Advance Excel** *Nov 2018*
Department of Accounting Studies Education, University of Education,
Winneba, Kumasi Campus in collaboration with Majesty Consult.
- **Certificate in Manager Software,** *Oct 2018*
Majesty Consult.

Skills

- Leadership Results-oriented.
- Problem-solving
- Analytical
- Communication
- Attention to details
- Inter-personal skills

Computer Skills

- **Accounting Software;** Manager, QuickBooks, and Talley.
- **Microsoft Office;** Excel, Word, PowerPoint, Publishers, etc.
- **Data Analysis;** Excel, SPSS, STATA
- **Graphic Design;** Corel Draw and Adobe Photoshop.

Interest

- Reading.
- Intellectual Discourse.
- Graphic designing.

Seminar and Workshops Attended

- Career Employability Workshop.** *August 24-25, 2024*
Theme: Navigating Your Future: Building The Bridges To Your Career Success; at the Centre For Entrepreneurship Development Education, AAMUSTED.
- Workshop on Developing Research Culture and Environment.** *May 31, 2024*
Theme: Developing Research Culture and Environment at AAMUSTED.
- Training Workshop for Judicial Board Members.** *May 21, 2022*
Theme: Equipping the Judicial Board for effective work Delivery in the University, AAMUSTED.
- Training Workshop for Members and Officers of Students' Parliament** *September 25, 2019*
Theme: Strengthening Capacity of Youth Parliamentarians as Catalysts of Political Empowerment, By WestMinster Foundation for Democracy in collaboration with Parliament of Ghana.

Theme: *Academic Excellence, Stress and Stress Management, Starting a Business and Mini Importation, By Accounting Students Association, University of Education Winneba, Kumasi Campus.*

Referees

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Signature

September 26, 2024

Date