

## DAYANMOHAMMED ABDULAI

Email: [dayanmohammedabdulai@gmail.com](mailto:dayanmohammedabdulai@gmail.com) Tel: +(233) 0245196969/0536427710 Tamale, Ghana

### PROFILE SUMMARY

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A highly skilled and detail-oriented accounting professional with a Master's degree in accounting and over five years of comprehensive experience in financial analysis, reporting, and compliance. Adept at leveraging advanced accounting knowledge and analytical skills to drive accurate financial reporting, enhance internal controls, and support strategic decision-making processes. Client Service and brand oriented, strategic marketing and communication proficient, leadership and stakeholder engagement skills.

Proficient in a wide range of accounting functions, including financial statement preparation, budget management, and audit coordination. Demonstrates expertise in utilizing accounting software such as QuickBooks, SAP, and Oracle to streamline financial operations and ensure data integrity. Known for a strong analytical mindset, exceptional problem-solving abilities, and a commitment to maintaining high standards of financial accuracy and efficiency.

### WORK EXPERIENCE

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#### Tamale Metropolitan Assembly

Feb2023-to date

##### Assistant Internal Auditor

- Preparation of risk based strategic and annual internal audit work plan
- Placing recommendations in improvising on internal control mechanisms by way of conducting pre-audits of payment vouchers before disbursement of funds to beneficiaries or intended usage in accordance with relevant acts, regulations and policies such as the local governance act, public financial management act/regulation, public procurement act/regulation, stores regulation, internal audit manual, to mention few.
- Preparation and maintenance of audit working papers for final review by the Head of Internal Audit Unit during post audit.
- Conducting of quarterly internal audits and report writing for review by the Head of Internal Audit, including thrust areas such as; cash management, internally generated funds audit, procurement and contracts management, audit of debt/outstanding liabilities, fixed assets, pay roll audit (ESPV), Governance and management, fuel and transport etc.
- Ensuring proper safeguard and protection of assets by way of physical checks, verification of existence of assets, asset documentations and regular check on stores.
- Assessing compliance level with policies and procedures by management to ensure the avoidance or reduction of irregularities/anomalies and to promote sound administrative practices.
- Planning and organizing audit committee meetings, training workshops, etc.
- Undertake other special duties assigned by the Head of Internal Audit.

#### Sawla Tuna Kalba District Assembly

Dec2019-Nov2022

##### Assistant Internal Auditor

- Preparation of risk based strategic and annual internal audit work plan
- Placing recommendations in improvising on internal control mechanisms by way of conducting pre-audits of payment vouchers before disbursement of funds to beneficiaries or intended usage in accordance with relevant acts, regulations and policies such as the local governance act, public financial management act/regulation, public procurement act/regulation, stores regulation, internal audit manual, to mention few.
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- Ensuring proper safeguard and protection of assets by way of physical checks, verification of existence of assets, asset documentations and regular check on stores.

- Undertake other special duties assigned by the Head of Internal Audit.

**Sawla Tuna Kalba District Assembly (Revenue Mobilization Committee)**

**Apr2021-Nov2022**

**Committee Member**

- Monthly meetings seeing to the overall strategic measures of maximizing revenue mobilization in the district.
- Monitoring of revenue collectors in the district in line with revenue collection as a way of ensuring best practices seeing to sound practices in revenue collection and reporting.
- Setting of revenue targets to various revenue collectors in the district.
- Validation and clearance of revenue collectors bank lodgments, Government Counterfoil Receipt (GCR) and cashbooks.

**2021 Population and Housing Census, Savannah Regional Lead**

**1<sup>st</sup> Jun-11<sup>th</sup> Jun, 2021**

**Facilitator-Sawla Tuna Kalba District**

- Coordinating and planning with other facilitators in carrying out daily training activities during the training of Enumerators.
- Carrying out facilitation by way of using the 2021 PHC field officers Manual, questionnaires, CAPI usage (practical session) and presentation slides to enable equip trainees with knowledge base on content and CAPI handling (Supervisors and Enumerators) towards achieving complete data coverage and data quality in field.
- Supervising and monitoring trainee quizzes from Head Quarters by way of identifying well qualified caliber of field officers for both listing and enumeration phases for main field work.
- Daily registration of trainees using Computerized Assisted Personal Interviewing (CAPI)

**2021 Population and Housing Census Sawla Tuna Kalba District**

**13<sup>th</sup> Jun -16<sup>th</sup> Jul, 2021**

**Senior Supervisor**

- Training, retraining and coaching of Enumerators before field work commence (both listing and enumeration phase).
- Preparing itinerary to ensure effective way of visiting Enumerators on field and how to carry out schedules during the census period.
- Creating enumeration assignment sheets for enumerators and syncing data as and when the need arises daily.
- Conducting spot checks by way of monitoring Enumerators, observing their conduct of work, evaluating their inputs and availability under my Supervisory Area.
- Ensuring effectiveness and efficiency of output of Enumerators on field by way achieving quality data and complete coverage.
- Ensuring cooperation and giving approved directive to Enumerators.
- Conducting re-interviews during listing and enumeration phases by way of ensuring absence of inconsistency of data collection on field.
- Assisting Enumerators in rectifying errors and ways of resolving those errors.
- Help in publicizing the census to communities under my supervisory area.
- Ensure safe collection of censuses working tools such as tablets, garments, bags etc., distributing them to Enumerators and finally retrieval of same items forwarded to the DDQMT for finally clearance.

**Channel Sales Officer at Oman Fofor Trading Company**

**Aug2019-Dec2019**

- Client prospect via channel development.
- Client relationship retention for business growth.
- Engage in product promotions and advertisement geared towards market growth.
- Stakeholder engagements in accessing relevant customer expectations, challenges and satisfactions.
- Reporting to the Management weekly on new client prospects and existing client retention.

**Bank Teller at Unibank Gh. Ltd**  
**Customer Service Representative**

**Oct2016-Sept2018**

- General Teller activities including Processing and inputting of cash deposits both local and foreign currencies of customers, processing of school fees payments, passport form transactions, National Lottery Authority transactions, master card prepaid loadings, customer balance enquiries, account statements and other schedules assigned by management.
- Customer account prospects.
- Cross-selling of over all Banks products to customers such as Fixed deposits, current account, savings account, among others.
- Working towards overall Bank shared targets of deposit mobilization.
- Presentation of sales performance to management twice weekly.

**National Service Personnel Association (NASPA) Central Gonja District**  
**Finance Officer**

**Sept2015-Aug 2016**

- Preparation of Association's Budgets.
- Preparation of Association's income and Expenditure accounts.
- Mobilization of Association's funds through dues and others.
- Fund management of the Association.

**Association of Polytechnic HND Accountancy Students (APHAS)**  
**Finance Officer**

**Jan2014-Feb 2015**

- Preparation of Association's Budgets.
- Preparation of Association's Income and Expenditure accounts.
- Mobilization of Association's funds.
- Fund management of the Association.

**EDUCATION**

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**UNIVERSITY OF CAPECOAST**

**Nov2021-Mar 2024**

Master of Business Administration (Accounting major)

**UNIVERSITY OF CAPECOAST**

**2017-2019**

Bachelor of Commerce (Accounting major)

**TAMALE POLYTECHNIC**

**2012- 2015**

HND Accountancy

**NORTHERN SCHOOL OF BUSINESS, TAMALE**

**2007-2011**

Business

**KEY ACHIEVEMENTS**

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- Streamlined financial reporting processes, reducing report preparation time by 20%.
- Implemented new internal controls that improved accuracy in financial reporting and reduced errors by 15%.
- Successfully managed a major financial audit with zero non-compliance issues.
- Successful massive client prospect and retention towards business growth in previous entities.

**PROFESSIONAL SKILLS AND COMPETENCIES**

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- **Computer Skills:** Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- **Personal Skills:** Excellent Interactive and Interpersonal Skills, organizational Skills, Time-Management, team player and analytical skills, Problem- Solving skills, good customer relationships
- **Technical skills:** Temenos 24 Banking Software, QuickBooks, SAP, and Oracle.

**REFERENCES**

Available Upon Request

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