

# CARRICULUM VITAE

FRANCIS OKO YEMOH

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## **CARRER OBJECTIVES**

I am a driven and diligent individual, possessing strong communication and analytical skills. My aim is to enhance and advance my professional journey by collaborating with motivated colleagues and industry experts. I excel in team environments and aspire to be a valuable asset to any organization I join, actively contributing to its overall success.

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## **WORKING EXPERIENCE**

### **Volunteer**

#### **Mid-town Super market**

Sept 2021 – till Date

Major Responsibilities are recording of sales, inventory taking, bank reconciliation and supervision of staffs.

### **National Service**

#### **Ghana Audit Service**

Sept 2020 – August 2021

Major Responsibility was to assist team members in carrying out their mandate. Other duties include auditing of cashbook and bank statement, fuel coupon and vehicle logbook, store ledger, requisition, issue and waybills and other duties assigned by team member.

### **Interns**

#### **Suhum Government Hospital**

June 2020 – August 2020

Major responsibilities are writing GCR for revenue collectors, validating their cash book, raising of payment voucher. Other Responsibilities Ward rounds and reconciling in-patient ledgers and any other duties assigned.

## **EDUCATION HISTORY**

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### **Bachelor of Science in Accounting**

University of Development Studies

Sept 2016 – May 2020

### **West African Senior School Certification Examination (WASSCE)**

St. Francis Senior High Technical School

August 2011 - May 2014

### **Basic Education Certificate Examination (BECE)**

St. Michael Junior High School

August 2009 – May 2011

## **SKILLS**

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- Ability to work independently and a team player
- Ability to multi task
- Problem Solving
- Good Communication
- Proficiency in using Microsoft excel

## **HOBBIES AND INTEREST**

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Football

Music

Swimming

## **REFEREES**

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Mr. Amos Tietey

Mr. Ernest Amponsah Agyei

Assistant Auditor

Internal Auditor

Ghana Audit Service (Koforidua)

Maagrace Garment Industry

Phone: 024 373 4336

059 413 9339

Mr. Roland Kofi Danso

Assistant Superintendent

Ghana Immigration Service

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