

CURRICULUM VITAE



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PROFESSIONAL OBJECTIVE

A well balanced social mixer, very energetic and ready to challenge in related field of study and Beyond. I am a team player who priorities task to achieve results. I am also ready to learn at every level of human endeavors.

SKILLS

- Ability to build and maintain good internal/ external relationships
- IT skills (Microsoftsuit)
- Accounting and Finance (Mathematics)
- Report Writing and inter personal skills
- Ability to work long hours and with Supervision
- Problem Solving and Researching
- Analytical
- Teaching, Team Leader and Mentoring

EDUCATIONAL BACKGROUND

INSTITUTION	CERTIFICATE	YEAR
Kumasi Technical University	Diploma In Computerized Accounting	2019

CERTIFICATES

- Understanding Corporate Governance Webinar Participantat Uniathena
- Understanding Public Finance Management Webinar Participantat Uniathena
- Diploma In Computerized Accounting Accounting
- WASSCE Business

WORK EXPERIENCE

Company: Argentina Grill.

Position: Sales Person

Duration: October 2023– April 2025

Full Time

Role/ Duties

- Engaging in guest and sitting them down

- Taking Data with an open table
- Taking and Serving the right order
- Providing receipts and taking payments with the POS

Company: Suame Municipal Assembly

Position: Revenue Tax Collector

Duration: August 2021 - August 2023

Full Time

Role/ Duties

- To ensuring taxes owed by individuals and businesses are collected.
- Prepare Receivable Tax Accounts
- Taking Data Base of the Tax Payers
- Preparing Payment Receipts and Invoices
- Taking all Receipt Book, Ledger Books and Petty Cash Books for Auditing

Company: The Church Of Pentecost

Position : Financial Clerk

Duration: March 2019– August 2021

Full Time

Roles/ Duties:

- Making Receipts and Payment Vouches
- Making Accountabilities
- Receiving Letters and Sending Letters
- Making records on the Data System (Access,Excel,Word,Data Base and others)
- Preparing Bank Reconciliation Statements, Ledgers, Petty Cash book and Accounting Books.

LANGUAGE

English (Professional)