

Rebecca Asiedu-Nyarko

Accounts and Administrative Officer

Professional Summary

Highly skilled Accounts and Administrative professional with seven years of experience in finance, accounting and Administration. Known for dedication, adaptability and proficiency in accounting and financial management. Committed to delivering exceptional outcomes and continuously pursuing professional growth. A BSc. Business Administration graduate, majored in Accounting and Finance. I believe every job role equips me with more experience and relevant connections for a world-changing career.

Experience

2023-2024 Accounts Officer – Vicom Concept Consult, Accra Ghana
Role

- Offer administrative support.
- Ensure timely and accurate filing and payment of tax returns, including SSNT, PAYE, 2ND TIER, PIT WHT, and VAT.
- Prepare payment vouchers for financial transactions and disbursements.
- Facilitate business registration processes to ensure legal compliance

2020-2022 Accounts Clerk – Ghana Reinsurance PLC Accra, Ghana
Role

- Led a team to clear a substantial backlog of reconciliation of company and client's accounts.
- Generated journal vouchers and conducted partner balance reconciliations.
- Collaborated with departments to rectify payment and receipt inaccuracies.
- Prepared weekly and monthly report.

2018-2019 National Service Personnel (Acct.Asst)–Ghana Reinsurance PLC Accra, Ghana
Role

- Prepared payment vouchers and JVs for bank reconciliations.
- Managed the firm's Petty Cash Book and issued electronic receipts.
- Assisted in the payment of periodic returns to the regulator.
- Wrote cheques, made cash and cheque deposit.

JAN2018- JUL2018 Document Controller- Khatib & Alami Engineering Company – Accra, Ghana
Role

- Typing correspondence with accuracy, coordinating meetings, taking of minutes, scheduling appointment and travel itinerary.
- Review and update of technical document; work manual and workflows as well as distribution of daily activities and project related copies to engineers and project manager.
- Filing and retrieving of documents in both physical and digital records, creating of templates for future use.

2015-2017 Cashier and Accounts Assistant– Jakofama Ltd. Accra, Ghana.
Role

- Balanced the cash book at the start and end of each workday.
- Delivered outstanding customer service and administrative duties.
- Performed stock keeping, prepared invoices and receipts.
- Handled salary payments and managed tax filings for VAT, PAYE, and SSNIT.

Education

2015-2019 Accra Institute of Technology. Accra, Ghana
BSc Business Administration (Accounting and Finance)

2011-2013 Ghana Institute of Management and Public Administration, Accra, Ghana
Professional Diploma in IT (Database Administration)

2006-2009 Social Advance Institute, Accra, Ghana
Business (Secretarial)

Personal Information

Address

18, Abase loop, Adenta Housing Down.

Phone

+233 240588410

Email

beckynyarko@ymail.com

Skills

Hard Skills

Microsoft Office Suite
Administrative
Good Writer
Typing
Bookkeeping
Ledger Entry
Account Payable & Receivable

Soft Skills

Communication(written and verbal)
Client Service
Analytical
Problem Solving
Attention to Details
Multitasking
Time Management
Ability to collaborate with others
Organisational Skills

Software

- QuickBooks

-Microsoft Office Suite/365 Tools

Languages

English (Native)
French (Elementary)

Professional Certifications

2014 - Teller/Stellar Customer service (Access Management Consult. Accra, Ghana)

Referees

Maxwell Agyei Awuku (Manager)
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