



# Shadrack Botchway Senior Okoe

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Employment Visa with NOC

Dubai, UAE

Digital Content Creator / Administrative Finance Officer

## Professional Summary

Enthusiastic Administrative Assistant with expertise in anticipating professional needs and proactively identifying and resolving problems. Bringing proven to promote organization and availability through effective schedule development. Excellent customer service and conflict management skills. Dedicated administrative professional adept at providing administrative and logistical support for various projects, programs and initiatives.

## EXPERIENCE

July, 2023  
Current

### **Administrative Accountant Mumnana Designs & Artworks Services EST. Dubai.**

1. Manage all accounting transactions including bank reconciliation.
2. Publish financial statements in time and handle monthly, quarterly and annual closings.
3. Reconcile accounts payable and receivable, ensure timely bank payments.
4. Manage balance sheets and profit / loss statements.
5. Reinforce financial data confidentiality and conduct database backups when necessary

Aug. 2019  
July, 2023

### **Sales Administrator and Inventory Controller Inklit Ghana Limited**

1. Receive and process sale orders online, or via phone and email
2. Checking the accuracy of orders and issuing invoices.
3. Maintaining sales records, and compiling monthly sales reports.
4. Liaise with other departments, and research new product lines.
5. Manages and process orders on the company's seller Centre's including Jumia
6. Manages product listing, stocking and pricing on Jumia seller center.
7. Establish administrative work procedures and record daily production and deliveries.
8. Ensure product stock is adequate for all distribution channels and can cover direct demand from customers.
9. Record daily deliveries and shipments to reconcile inventory.

Nov. 2018  
June, 2019

### **Account Receivables and Revenue Collection Tema Metropolitan Assembly**

1. Maintaining the billing system and generating invoices and account statements.
2. Performing account reconciliations and maintaining accounts receivable files and records.
3. Producing monthly financial and management reports, Investigating and resolving any irregularities or enquiries
4. Deliver exceptional customer service on collection calls
5. Worked in call center environment handling manual and automatically dialed outbound calls.

Oct. 2016  
July, 2018

### **Accounts Receivable and Payable Clerk Tema Metropolitan Assembly Taxi's Embossment**

1. Reviewed vendor invoices for appropriate documentation and validity prior to payment and Prepared vendor invoices and processed incoming payments.
2. Maintained accurate and complete records to document transactions for decision-making
3. Reconciled customer accounts to resolved discrepancies for accuracy and resolve issues
4. Tracked customer invoices to facilitate prompt and accurate payments.
5. Generated invoices upon receipt of billing information and tracked collection progress.

Feb. 2011  
July, 2016

● • **Front Desk Receptionist Supervisor ( Night Auditor)  
Pekan Hotels Limited**

1. Collected room deposits, fees, and payments.
2. Answered multi-line phone system to respond to inquiries and transfer calls to correct departments and personnel.
3. Greeted guests at front desk and engaged in pleasant conversations while managing check-in process.
4. Scheduled, coordinated and confirmed appointments and meetings.
5. Maintained organized and clean front office area to create professional and welcoming environment for visitors and employees.
6. Maintained confidentiality of sensitive data to protect customer and business information.
7. Confirmed important personal and payment information for compliance with security and payment card industry standards.
8. Trained new team members on company procedures, customer service and issue resolution.

● **EDUCATION**

2010 - 2015

- • **Bachelor of Business Administration, management**  
Valley View University (Degree)

2010 - 2012

- • **Diploma B.A Accounting and Technology**  
Accra Institute Of Technology (AIT)

2005 - 2008

- • **Business Accounting**  
St. Thomas Aquinas Senior High School

● **SKILLS**

Report writing and Analyzing, Executive Presentation, Good Communication skill. Sorting, editing, retrieving and Digital Printing and Scanning of documents. Internet and Computer Knowledge in all the Microsoft automation, Tally Accounting, Excel Management. Credit and Collection, Monitoring, and Production management, Sales Management, Customer Service and relations management. Labeling, Laminating Machine operation Project Planning.

**OFFICE EQUIPMENT  
HANDLED BEFORE**

Personal computer, POS Device, Laminating machine Digital printing and Scan machine, Stapler, Heat Press Machine, Large format machine, Telephones, Offset Printing machine, Color Separation, Cash Register. Laser Marking and cut Machine, Die Cutting Machine.

**REFERENCE**

- • **Pastor Emmanuel Aja Wentum**  
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- • **Daniel K. Gidi Mr. - Ghana Science Association**  
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[the rest of references would be made available upon request, Thank you.](#)