



# DOKYI RICHARD

## CONTACT

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Dubai, UAE

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## EDUCATION

### HIGHER NATIONAL DIPLOMA (HND) ACCOUNTING

Accra Polytechnic

### BUSINESS ADMINISTRATION

Saint Francis Technical Secondary  
W.A.C.E

## TRAININGS ATTENDED

- Safety training.
- Dangerous goods handling.
- Asvsec training.
- Human factors training.
- Safety management system.
- Gseot026-400hz and pc air connection.

## ABOUT ME

An accomplished, self-motivated professional with a dynamic approach to achieving exceptional results. A seasoned accountant and administrative officer, adept in various facets of the field. Embracing technological advancements and change, I embody hard work and versatility. A confident, skilled communicator and team player with strong interpersonal finesse.

## WORK EXPERIENCE

### TRANSGUARD GROUP, UAE | Porter, Dubai Airport

Jan. 2021 – Present

#### Missions or tasks realized:

- Cones' placement upon flight arrival.
- Chocks positioned behind tires.
- Handling hand baggage loading/unloading.
- Assisting with container and pallet offloading.
- Connecting GPU and PC Air upon flight landing.

### THE CHILL RIVER RESORT, Ghana | Accountant / Store Keeper

Oct. 2019 – Mar. 2021

#### Missions or tasks realized:

- Review, analyze, and validate accounting records and financial statements for accuracy, completeness, and adherence to reporting standards.
- Calculate taxes owed, prepare tax returns including P.A.Y.E., ensuring compliance with payment and reporting regulations.
- Compile and send daily reports for all service outlets to managers and directors.
- Supervise company software to ensure accurate entries, generate management reports.
- Maintain store inventory records using various valuation methods and hotel software.
- Generate requisitions and purchase orders to maintain consistent store replenishment.
- Evaluate submitted employee expenses.
- Monitor incoming accounts receivable and outgoing accounts payable payments.
- Generate comprehensive financial reports based on collected data.
- Analyze revenue streams and cost leaks within the company's data.
- Evaluate collected data to determine the company's overall financial health.
- Create financial reports detailing profits, losses, & cash flow.

### SHINMEN GHANA/SECURITY LIMITED | Accountant

Sep. 2018 – Sep. 2019

#### Missions or tasks realized:

- Manage all procurement activities efficiently.
- Oversee banking and financial matters.
- Lead finance and accounting responsibilities.
- Represent the organization in financial meetings.
- Supervise office accounts, salaries, tax deductions (SSNIT, P.A.Y.E.), and payment schedules.
- Validate cash and bank payment vouchers for payables.
- Maintain accuracy of overheads in monthly management reports.

## PERSONAL

Birth date - 2 October 1989  
Nationality - Ghanaian  
Gender - Male  
Number of children - 2  
Marital status - Married  
Passport number - 3098660  
Passport expiry date - 27/01/2031  
Visa status - Employment

## REFEREES

- Mr Nicholas Ofori (Head Of Accountant)  
Pro-link organization,  
Tel : +233-248783845.
- Mrs Anita Adzle Anang (Head Of Accounts)  
Shinmen ghana limited,  
Head office – spintex, accra.  
Tel : 0206668855.
- Mr Julius Apelete (General Manager)  
Thehill river resort,  
Tunu-anyanui-volta-ghana  
Tel : +233-244360169

## LANGUAGE

English

ABURA ASEIBU KWAMANKESE (AAK) NATIONAL  
HEALTH INSURANCE (NATIONAL SERVICE) | Accountant  
Sep. 2017 – Aug. 2018

### Missions or tasks realized:

- Distribute counterfoil receipt books to clients.
- Register counterfoil receipt books from regional office.
- Create daily cash book entries.
- Prepare bank reconciliation statements.
- Deposit cash in the bank.
- Audit payment vouchers and reconcile previous receipt books with control receipt books.

PRO-LINK ORGANIZATION, Ghana | Intensionship & Part-Time Worker  
Jul. 2015 – Aug. 2017

### Missions or tasks realized:

- Handle and arrange all procurement.
- Prepare organizational budgets and conduct variance analysis for managerial decisions.
- Review and prepare accounts for project sites, facilitating both internal and external audits.
- Represent the organization in financial meetings.
- Manage fixed assets across the organization, including both head office and project sites.
- Supervise general administrative duties executed by assistant administrators.

GHANA AIRPORT AUTHORITY, Ghana | Loader  
Sep. 2011 – Oct. 2013

### Missions or tasks realized:

- Place cones upon flight arrival.
- Position chocks behind the tires.
- Handle loading and unloading of hand baggage.
- Assist in unloading containers and pallets.