***CURRICULUM VITAE***

NASHIRU KARIMU

Plot 90 Block C, Appiadu, Kumasi

+233(0) 240041853 / +233 (0) 501598327

[nashiru.karimu@gmail.com](mailto:nashiru.karimu@gmail.com) / [nkarimu2@knust.edu.gh](mailto:nkarimu2@knust.edu.gh)

nashirukarimu.blogspot.com

**INSTITUTIONS ATTENDED WITH DATES**

* Kwame Nkrumah University of Science and Technology, PMB, Kumasi, Ghana <https://www.knust.edu.gh> August 2016 to November 2018
* Kwame Nkrumah University of Science and Technology, PMB, Kumasi, Ghana, <https://www.knust.edu.gh> August 2008 to May 2012
* Kanton Senior High School, September 2004 to June 2007
* Gwollu L/A Primary / Junior High School, 1995 to 2004

**ACADEMIC QUALIFICATIONS EARNED WITH DATES**

* Master of Business Administration (Finance), 1st November 2018
* B.Sc. Business Administration (Accounting) 2nd Class Upper, 16th August 2012
* W.A.S.S.C.E Certificate, June 2007
* B.E.C.E Certificate, 2004

**MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS**

* Member, Institute of Chartered Accountants, Ghana, (ICAG) – 2015 to date
* Member, Ghana Association of University Administrators (GAUA) – 2018 to date

**ADMINISTRATIVE / PROFESSIONAL EXPERIENCE**

**Accountant, Photocopy Unit, KNUST, March 2021 to date**

**Duties/Responsibilities:**

* Preparation of budget for the unit
* Preparation of financial statements for the unit
* Manage accounts receivable and payable for the unit
* Supervise the preparation of bank reconciliation, expenditure returns, raising payment vouchers, and journals.
* Ensure that revenues are received and banked appropriately
* Ensure that the appropriate statutory deductions are withheld and paid promptly.
* Keep value books.

**Assistant Accountant, College of Science, KNUST, May 2018 to February, 2021**

**Duties/Responsibilities:**

* Review and post receipt and payment transactions entered into the panacea
* Pass journals and posting same
* Monitor and update project balances and advise the principal investigators on their running balances
* Assist the College Finance Officer in the preparation of the College Financial Statements
* Assist in the preparation of the College’s budget and variance analysis
* Ensure that income from commercialized units in the College are received and banked intact and update the College Finance Officer on daily basis
* Ensure that withholding taxes and PAYE deductions are properly withheld and paid promptly
* Manage accounts receivable and payable
* Ensure regular update of fixed assets register and ensure that it agrees with underlying ledgers
* Prepare bank reconciliation and reconcile current accounts with other units and Main Finance Office
* Supervise the works of subordinate staff and assist them to resolve challenges they may encounter and where it becomes necessary, further clarification is sought from the College Finance Officer
* Keep value documents- cheque books, fuel coupons, manual receipt books and their registers
* Carry out other duties as may be assigned to me by the College Finance Officer.

**Audit Trainee, Ernst and Young Chartered Accountants, Accra, Ghana, February to April, 2018**

**Schedule of work:**

* Audit of cash and bank balances - update on cash disbursement processes, cut-off testing to establish cash-in transit or inter-account transfer not recorded by the bank before the year end
* Valuation of foreign currency to confirm the client’s values stated on the financial statements
* Performing analytics on major expenditure lines
* Perform update on property, plant and equipment (PPE) documentation, which includes, updating the processes the client followed in initiating, acquiring, recording, disposing off and reporting an item of PPE on its financial statements
* Assist in auditing insurance premium.

**Senior Accounting Assistant- Casual, College of Art and Built Environment, KNUST, November, 2016 – December, 2017**

**Work Schedule:**

* Preparation of payment vouchers
* Preparation of monthly bank reconciliation statements
* Assist the College Finance Officer in preparation of College Financial Statements
* Preparation of monthly expenditure returns
* Compilation of withholding taxes for payment to Ghana Revenue Authority.
* Posting of transactions (journals, receipts, payment vouchers) into the computerized accounting system (panacea)
* Assist in the preparation of the College budget and monitoring of departmental balances before payment
* Manage accounts receivable and payable
* Retirement of special advances
* Reimbursement of departmental petty cash.

**SKILLS / COMPETENCIES / INTERESTS**

**Language** - Fluent in Sissali & English, intermediate in Twi

**Computer Skills** - Microsoft Office (word, power point & excel)

**Accounting Packages –** Panacea, QuickBooks, Grant Accounting Management System

(GAMS) and ARMIS

**Competencies:** Reporting, budgeting, taxation and financial management

**Personal Interests / Hobbies**: Playing football, jogging, listening to religious discussions

**CONFERENCES/WORKSHOPS / SEMINARS ATTENDED**

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| --- | --- | --- | --- | --- |
| **S/N** | **ROLE** | **TITTLE AND ORGANIZER** | **VENUE** | **PERIOD** |
| 1 | *Participant* | 2021 Accountants Conference and Annual General Meeting on the theme: Business Continuity and Sustainable Development: the role of technology, organized by ICAG | Calvary Charismatic Centre, Kumasi | 26-27th May 2021 |
| 2 | *Participant* | Grants Accounting and Management System, a workshop organized by Office of Grants and Research, KNUST in collaboration with Building Stronger Universities Project (BSUIII) | Amonoo-Neizer Conference Centre, KNUST | 15-16th April 2021 |
| 3 | *Participant* | Training on International Public Sector Accounting Standards (IPSAS) by Pricewaterhouse Coopers (PWC) | KNUST Business Auditorium | 14-25th September 2020 |
| 4 | *Participant* | Preparation of financial statements under Covid-19 circumstances, organized by ICAG | Virtual CPD | 4th June 2020 |
| 5 | *Participant* | Grants Financial Management and Reporting, a workshop organized by Office of Grants and Research, KNUST in collaboration with Building Stronger Universities Project (BSUIII). | Amonoo-Neizer Conference Centre, KNUST | 22nd - 24th October 2019 |
| 6 | *Participant* | Team-based knowledge management and research collaborations symposium, organized by Master Card Foundation Scholars Programme, KNUST in collaboration with Arizona State University and Ashesi University. | Amonoo-Neizer Conference Centre, KNUST | 2nd June 2019 |
| 7 | *Participant* | “Improving Quality of Higher Education through Effective Measurement and Evaluation”- 8th KNUST Summer School, KNUST | CCB Auditorium, KNUST | 20th – 24th August 2018 |
| 8 | *Participant* | Grants Financial Management, organized by Office of Grants and Research, KNUST in collaboration with Building Stronger Universities Project (BSUIII). | Graduate School Conference Room, KNUST | 28th – 30th May 2018 |
| 9 | *Participant* | Grants Accounting Management System workshop by Office of Grants and Research, KNUST | PG Learning Commons, Main Library | 22-23rd June 2017 |
| 10 | *Participant* | Induction Ceremony by the Institute of Chartered Accountants, Ghana (ICAG) | Labadi Beach Hotel, Accra | 17th – 18th September 2015 |
| 11 | Participant | ICAG Kumasi South Society meetings | Pharmacy Conference Room, KNUST | 2nd Tuesday of Every month |

**WRITTEN REPORTS/PAPERS/MEMORANDA/PUBLICATIONS**

* Memo, engagement of seasonal employees during peak seasons and payment of overtime, submitted to Chairman, Photocopy Unit Management Board, 22nd July 2021.
* Memo, Proposal for a creation of a common platform for all memos approved for implementation to be uploaded, submitted to the Vice Chancellor on 28th May, 2020.
* Memo, Charging and Collecting of Levies by some Departments in the College of Science, submitted to the Provost on 21st October, 2019.
* Memo, Cash Management at Clinical Analysis Laboratory (CAnLab), submitted to the Provost on 15th August, 2019.
* Suglo, A., Awunyo-Vitor, D. and **Karimu, N.** (2019). Taxing the Digital Economy: The Way Forward, Members Journal, The Official Journal of the Institute of Chartered Accountants (Ghana), Issno. 20165-5727, pp. 39-43.
* Report of the selected KNUST Accountants on Internship Programme at Ernst and Young Chartered Accountants, at Accra, Ghana, from February to April, 2018, submitted to the Vice Chancellor on May, 2018.

**COMMITTEES**

* Member, Photocopy Unit Management Board March 2021 to date
* Member, Photocopy Unit procurement subcommittee, March 2021 to date
* Member, an ad hoc committee to draft the welfare policy for Photocopy Unit, 2021
* Member, an ad hoc committee to review chapter 14-16 of KNUST Accounting Policy and Procedures Manual, 2021
* Member, College of Science Congregation Planning Committee , 2019
* Member, College of Science Facilities and Resources Management Committee, 2020 to February, 2021
* Member, College of Science Funds Raising Committee, 2020 to February, 2021
* Member, College Student Account’s Reconciliation and Validation Committee, 2020 to February, 2021

**SCHOLARSHIPS AND AWARDS**

* Overall best student award in Core Mathematics for SHS one, Kanton Senior High School, 2005.
* Overall best student award in Financial Accounting for SHS one, Kanton Senior High School, 2005.
* Second best student award in Principles of Cost Accounting for SHS one, Kanton Senior High School, 2005.
* The best male student award in Principles of Cost Accounting for SHS three, Kanton Senior High School, 2007.

REFEREEES

Prof. (Mrs.) Ibok Nsa Oduro

Former Provost

College of Science

KNUST

E-mail: inoduro.sci@knust.edu.gh / ibok.oduro@gmai.com

Tel: 0244288315

Mr. Kwadwo Adu

Former Finance Officer

College of Science

KNUST

E-mail: aduk2005yahoo.co.uk

Telephone: 0208111987

Dr. Vincent Ankamah-Lomotey

Former Registrar

College of Science

KNUST

Tel: 020 819 2732