

PERSONAL PROFILE

A self-motivated, hardworking, committed and a responsible graduate who is academically and professionally inclined and possesses the ability of working in a team. Adding value to achieve effectiveness and efficiency in the workplace coupled with in-depth knowledge and time consciousness have always been my priority.

OBJECTIVE

Making sure that, my employment within the organization will increase the productivity and adhering to the rules and regulations of the organization, which will effectively and efficiently improve the organizational performance.

KEY SKILLS AND COMPETENCE

- Knowledge in the use and application of Excel, Power BI, SQL, IPSAS, IAS and IFRS.
- Excellent knowledge in the use of accounting software, particularly Panacea.
- Ability to work under pressure and meet deadlines.
- Being analytical on issues, managing and motivating people.

ACADEMIC QUALIFICATIONS

- **MSc Accounting and Finance. (November 2023)**
Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
- **BSc. Business Administration (Accounting), June 2017:**
Kwame Nkrumah University of Science and Technology, Kumasi, Ghana.
- **West African Senior Secondary Certificate Examination, KNUST Senior High School.**

PROFESSIONAL QUALIFICATION

- Chartered Accountant, Institute of Chartered Accountants Ghana-ICAG (May 2021)
- Certificate in Data Analytics, Uniyat Practical institute, Ghana (January 2026 to April 2026)

MEMBERSHIP ASSOCIATION

- The Institute of Chartered Accountants Ghana-ICAG (October 2021)
- Ghana Association of University Administrators (GAUA)-November 2025

WORK EXPERIENCE

Organization: KNUST Finance Office (Photocopy Unit)

Position: Assistant Accountant

Duration: November 2025 to date

Duties:

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

Organization: KNUST Finance Office (Photocopy Unit)

Position: Senior Accounting Assistant

Duration: January 2024 to October 2025

Duties:

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

Organization: KNUST Finance Office (College of Art and Built Environment)

Position: Senior Accounting Assistant

Duration: August 2020 to December 2023

Duties:

- Preparation of financial statements of the college.
- Preparation of casual staff payroll.

- Preparation of payment vouchers using the financial management system (PANACEA)
- Filling and payment of Withholding Tax and VAT returns online.
- Payment of statutory deductions such as SSNIT, PAYE and Tier 2.
- Preparation of Bank reconciliation statement
- Assist in the preparation of budget.
- Assist in the Preparation of project accounts.

Organization: The Brew Hammond Energy Centre, College of Engineering-KNUST

Position: Accounting Assistant (Casual)

Duration: August 2018 to July 2020

Duties:

- Preparation of casual staff payroll.
- Preparation of payment vouchers using the financial management system (PANACEA)
- Filling of weekly Withholding Tax and VAT returns for collection by Ghana Revenue Authority.
- Updating of Special Advance ledger.
- Preparation of Bank reconciliation statement

National Service

College of Engineering Finance Office, KNUST

Organization: KNUST Finance Office (College of Engineering)

Duration: September 2017-July 2018

Duties:

- Preparation of payment vouchers using the financial management system.
- Assist Project Finance Officers in executing Project duties.
- Assist in the preparation of financial Statements.
- Assisting in the preparation of monthly Bank Reconciliation Statements.

Organization: Oyoko Chps Compound (Bosomtwe Constituency)

Position: Accounts Clerk

Duration: June 1, 2016– August 31, 2016

Duties:

- Balancing of cashbook.
- Stock control (drugs).

- Filing of hospital folders.

Organization: Airtel Ghana limited

Position: Freelancer

Duration: June 2014- August 2014

Duties:

- Registration of sim cards.
- Registration of mobile money.
- Educating customers based on new offers.

Service to community

Organization: The Methodist Church Ghana (Asawasi Circuit, Kumasi)

Position: Circuit Accountant

Duration: January 2023 to date

Duties:

- Preparation of financial statements of the circuit.
- Advising ministers on financing decisions of the circuit.

Organization: The Methodist Church Ghana, Trinity Society, Oforikrom (Asawasi Circuit, Kumasi)

Position: Society Auditor

Duration: February 2022 to date

Duties:

- Auditing of church accounts, welfare accounts and various organization within the church accounts
- Issuing audit reports to the minister in charge.

Organization: The Methodist Church Ghana, Oforikrom society (Asawasi Circuit, Kumasi)

Position: MYF Financial Secretary

Duration: September 2021 to September 2024

Duties:

- Preparation of financial statements of the organization.
- Advising on the investment drive for the organization.
- Execution of any other duty assigned by the 1st vice president.

Organization: College of Art and Built Environment Welfare Fund, KNUST

Position: Treasurer

Duration: September 2021 to December 2023.

Duties:

- Preparation of payment vouchers
- Preparation of bank reconciliation statement
- Preparation of financial statement

Organization: The Methodist Church Ghana, Aduaben Society (Jachie Circuit, Kumasi)

Position: Steward

Duration: February 2016 to January 2019

Duties:

- Recording of receipts and expenditure.
- Preparation of financial statements and presenting them for audit.
- Development of strategies and policies for implementation.
- Preparation of Monthly Bank Reconciliation Statements.

COMMITTEES AND WORKSHOPS

- Attended a 40-hour training course on International Public Sector Accounting Standards (IPSAS) done by PwC Business School, Ghana.
- Attended 2024 and 2025 accountant's week conference in Koforidua and Takoradi respectively.
- The committee set up to review portion of the KNUST Accounting policies and procedures manual.
- Committee to develop a work plan for the Photocopy Unit.

Reference

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