

AKOSUA ANIMA OSEI-SEMPREMOO

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SKILLS

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| ✓ Financial Analysis and Reporting | Data Processing and Management |
| ✓ Cultural Sensitivity | Attention to Detail and Accuracy |
| ✓ Regulatory Compliance | Relationship Management |
| ✓ Confidentiality and Ethical Conduct | Communication |
| ✓ Documentation and Record Keeping | Team Collaboration |
| ✓ Customer Service | Sales and Product Promotion |
| ✓ Adaptability and Problem-solving | Financial Management |
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EMPLOYMENT HISTORY

Junior Finance Consultant | The Receiver, Receiverships of 347 Microfinance Institutions, (Price Waterhouse Coopers, Accra- Ghana | July 2019 – August 2023.

The Receivership of 347 Microfinance Companies (PricewaterhouseCoopers).

As a Junior Finance Consultant, I managed and supervised all financial transactions to ensure accuracy and compliance with internal and regulatory standards, monitored organizational cash flows, streamlined expenditure processes, and supported financial management for specific projects, thereby contributing to the operational efficiency and financial stability of the organization.

- Oversaw and supervised all financial transactions, making sure they were accurate and that internal and regulatory guidelines were followed.
- Monitored and projected the organization's cash flow to make sure there were enough resources for ongoing operations and long-term stability.
- Prepared payment vouchers and memos for all expenditures, streamlining the payment process and ensuring timely settlements with vendors and partners.
- Compiled comprehensive schedules for utilities and other expenses across operating branches, facilitating effective budget management and cost control.
- Updated the cashbook with daily financial entries, facilitating accurate and timely financial reporting and analysis.
- Ensured all financial operations complied with relevant laws, regulations, and standards, minimizing legal and financial risks.
- Acted as a point of contact for financial updates and information between the finance department and other organizational units.
- Provided financial management support for specific projects, including budgeting, forecasting, and financial analysis to support project success.

Sales and Marketing Manager | Ataa Maame Enterprise, Accra- Ghana | January 2020 – June 2023.

- Developing and putting into practice comprehensive sales and marketing plans and strategies that align with the objectives of the business.
- Establishing and preserving connections with suppliers, partners in the industry, and other external parties to explore new commercial ventures and joint ventures that can help expand the brand's awareness and market penetration.
- Creating and preserving strong relationship bonds with old and new customers.
- Managing the budget for sales and marketing to ensure that resources are allocated effectively to achieve maximum return on investment.
- Interact with customers and management in a friendly, enthusiastic and outgoing manner.
- Provide excellent customer services, including assessing the needs of the customer to best recommend products.
- Merchandising roles of store displays

Trade Promoter, Sales | Guinness Ghana Brewery PLC (Diageo), Accra- Ghana | September 2016 – September 2017.

- Led product promotions by developing and implementing strategies to promote Guinness products within the markets by setting up in-store displays, conducting product tastings and organizing.
- Managed daily, weekly, and monthly sales reports, setting and achieving sales targets.

- Conducted thorough audits of sales transactions to ensure accuracy and integrity.
- Produced comprehensive weekly, monthly, and quarterly reports.
- Cultivated enduring relationships with diverse high-net-worth clients.
- Conducted market research to gain knowledge and understand the customers' preferences, competitor activities and market trends.
- Engaging the customers, both old and potential customers, to introduce the Guinness products to them and explain the unique features and qualities of the products to encourage purchases.
- Collaborated with retailers by building and maintaining relationships with the bar owners, retailers, and distributors to ensure that Guinness products are clearly marked and adequately supplied by negotiating unique display spaces of eye level.
- Generate brand awareness and positive product impressions to increase sales.

Intern (Audit) | The Registrar General Department, Ghana | June 2015 – August 2015.

- Assisting in the examination and validation of financial and administrative documents to ensure they are accurate and compliant with relevant and applicable rules and regulations.
- Inputting financial data into auditing software or databases and helping with preliminary data analysis to identify inconsistencies or anomalies that might indicate errors or fraud.
- Providing administrative assistance to the audit team, such as scheduling meetings, preparing agendas, and maintaining audit files and documentation to ensure that all necessary information is readily available.
- Writing memorandums

Intern (Accounting) | Forestry Commission Ghana | June 2014 – August 2014.

- Assisting in recording financial transactions with information from invoices, receipts, and other transactional documents into the company's software.
- Contributing to the preparation of basic financial statements, such as income statements and balance sheets, under the guidance of experienced accountants. This involves compiling and organizing financial data.
- Managing financial documents, including filing, and organizing invoices, payment vouchers, receipts, and other accounting records to ensure they are easily accessible and well-maintained.
- Assisting in monitoring and recording operational expenses and helping prepare reports on expenditures for review by senior accountants or managers.
- Providing support during internal audits by gathering necessary documents, preparing audit schedules, and assisting with the verification of financial records as requested by auditors.

E D U C A T I O N / T R A I N I N G

MBA, University Canada West, Vancouver, BC.	2025
Bachelors, Business Administration (Accounting), Kwame Nkrumah University of Science and Technology, Kumasi, Accra City Campus	2021
Higher National Diploma in Accounting, Accra Technical University, Accra	2016

R E F E R E N C E S

Available upon request