

DRAH BERNARD TETTEH

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 [Bernard Drah](#) |  [DHEBIT](#) |

GM-055-4129 , Greater Accra Region, Ghana

SUMMARY

- Final-year BSc Accounting student at the University of Ghana, Legon, with internship experience in bookkeeping using Excel and SAP. Highly motivated and quick to learn, with a strong interest in building practical skills in professional accounting. Dependable, detail-oriented, adaptable, and committed to contributing to team goals while developing expertise in the field.

EDUCATION

- **University of Ghana** January 2022 - November 2025
Programme :Bachelor of Science in Business Administration-ACCOUNTING Accra, Ghana
- **Relevant Courses**
Taxation,corporate reporting, investment fundamental,macroeconomics ,microeconomics, Bank management, financial Reporting


EXPERIENCE

- **Electricity Company of Ghana (ECG)– Project Office []** March 2025 – May 2025
Project Account Intern Accra Ghana
 - * Assisted in preparing vendor payment certificates, reconciling accounts and payment advice creation, ensuring compliance with International Financial Reporting Standards(IFRS) and tax compliance.
 - * Collaborated with engineers and contractors to resolve financial discrepancies, enhancing interdepartmental coordination and aslo utilized SAP and Excel to streamline payment process.
- **Headstarter AI GH []** January 2025 - June 2025
Frontend Development Intern Remote
 - * Successfully completed the foundational training program in frontend web development and built basic web interfaces using React and Bootstrap frameworks during practical sessions.
 - * Participated in hands-on project assignments, creating visual designs for my portfolio website.
- **LETSUPGRADE[]** April2025 - May 2025
Graphic Designer Remote
 - * Learned the basics of graphic design through self-paced tutorials, focusing on tools like Canva .
 - * Designed simple logos and social media posts for personal projects and practice.
 - * Experimented with color theory and typography to create visually appealing designs.

VOLUNTEER ACTIVITIES AND TRAINING

- * **Oxford Research Group** Accra, Ghana
Survey Research Volunteer 2020,2024
 - Volunteered to conduct street and door-to-door surveys in community to support developmental goal.
 - **UGBS Nest Entrepreneurship Programme** Completed extensive training in business startup establishment, and acquired fundamental abilities in resource allocation, budgeting, and business planning.
 - **Steaman Club UG(Member)** participated in training sessions on employability and entrepreneurial skills through professional opportunity to bridge the gap between academic studies and the corporate world.

PROJECTS

- **Portfolio Website: [A website showcasing my skills, projects, and achievements]**
<https://my-own-git-main-bernard-drahs-projects.vercel.app/> 
- Built a visually appealing user interface to highlight my educational background, work experience and projects.

SKILLS AND INTEREST

- Languages: Fluent in English, Twi, and GA
- Soft Skills: Creative Problem-Solving, Attention to Detail, Team Collaboration, Time management, Adaptability, Multitasking, and Customer Service
- Computer skills: Proficient in Microsoft Word, Excel, and PowerPoint,
- Beginner : Data analytics website developer,Graphic design and Systems, Applications and Products in Data Processing' (SAP)