**CURRICULUM VITAE**

**ERNEST MAAR** Date of Birth: 17th May, 1992 Telephone/mail: 0203279321 [Ernestmaar92@gmail.com](mailto:Ernestmaar92@gmail.com)Nationality: Ghanaian

**CAREER OBJECTIVE** To maximize my potential and capabilities in a highly motivated innovative and disciplinary organization, that has the objective of providing quality services through the utilization of my knowledge and good human relations.

**EDUCATIONAL BACKGROUND**

**ICAG:**  Part one and two papers in part two - 2018

**DEGREE**: Bachelor’s Degree in Accounting Education - Aug. 2013 – May, 2017

University of Cape Coast (UCC), Ghana

**WASSCE:** Nandom Senior High School, Nandom, U/W/R - Oct, 2007- May, 2011

Pursued Business education.

**B.E.C.E:** Piina R/C JHS, Piina U/W/R - Aug. 2004 –April, 2007

**WORK EXPERIENCES**

**Organization:** 2M Express Ltd.

**Position:** Acting finance and operations manager

**Responsibilities:**

* Preparation of weekly cash flow projection
* Preparation of daily cash position of the company to Management
* Managing the bus terminal activities
* Compilation of all the three terminal sales into one excel report
* Coordination of daily car movement.

**Period:** July 2021 to February 2022.

**Organization: MGI Microfinance Ltd. Kumasi Position:** Senior staff Accountant **Responsibilities:**

* Review and preparation of all the daily expenditure request from the 25
* Branches of MGI across 10 regions for management’s approval
* Writing and defending of cheque for management to sign
* Review of daily cash summary
* Review of weekly prudential that is always sent to Bank of Ghana
* Preparation of weekly cash flow projection
* Preparation of daily WhatsApp reporting on the cash position of the company to Management.
* Handling of petty cash expense for head office.

**Period:** April 2021 to July 2021.

**Organization: MGI Microfinance Ltd. Kumasi**  **Position:** Internal Auditor **Responsibilities:**

* Review of loans before management’s approval
* Review of credit/loan officers’ portfolios
* Review of all departments work periodically
* Review of 2M Express Ltd. transport books and operations
* Finance departmental handing over support.

**Period:** July 2019 to March 2021, March 2022 till date.

**Organization: UCC accounts office**

**Position:** NSS personnel as an Accounts officer

**Responsibilities:**

* Records keeping of all students’ fees ledger books
* Balancing of cashbooks for each month
* Clearing of students for graduation
* Marking of students’ quiz papers
* Invigilation of quizzes and end of semester exams

Period: September 2017 to October 2018.

**Organization: St. Francis Xavier Minor Seminar - Wa Position:** Accounting Teacher Responsibilities: Teaching financial accounting and business management.Period: Sept. 2017 – Dec. 2017

**LEADERSHIP POSITIONS HELD**

* Finance Committee Member Oguaa Hall-UCC 2015 - 2017
* Volleyball Captain Oguaa Hall – UCC Sept. 2015 - Sept. 2017
* Course Rep UCC Oct. 2013 – May, 2014
* House Coordinator Nandom SHS April, 2010 – Febr. 2011
* Sports committee Member Nandom SHS 2009 - 2010
* Senior Prefect Piina JHS 2006 - 2007

**SEMINARS ATTENDED IN UCC**

Higher Heights - Theme: Take action now 2015

DASSESA - Theme: Building professionals for a dynamic work environment 2015

Success Africa - Theme: Living your dreams 2014

Ignition 2014 - Theme: Leadership crew 2014

**SKILLS AND ABILITIES**

* Excellent bookkeeping accounting
* Effective usage of Microsoft office suit
* Work effectively under little or no supervision
* Good interpersonal relationship and public speaking

**INTEREST AND HOBBIES**

* Reading novels
* Travelling
* Playing volleyball
* Using the internet

**LANGUAGES SPOKEN** English, Dagaare and Twi

**REFEREES**

**Prof. Isaac Galyuon**

Provost, College of Distance Education

University of Cape Coast

024 233 7612

**Elder George Amfo Antiri**

College Finance Officer- CoDE – UCC

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**Mr. Nasiru Mohammed**

Head of Audit and Acting finance manager

MGI Microfinance Ltd.

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