

EMMA APPEATUAA AIBU

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📁 GitHub: <https://github.com/EmmaAibu> | 🌐 Portfolio: <https://emma-aibu.netlify.app/>

PROFESSIONAL SUMMARY

Multifaceted professional with a strong background in finance, administration, and front-end web development. Proven experience in financial reporting, office management, credit control, and team leadership. Passionate about using digital tools and technical skills to enhance organizational efficiency and customer satisfaction.

EDUCATION

- MEST Africa (Generation Ghana) – Web Dev Certificate (Frontend) (Feb – May 2025)
- University of Ghana – BSc in Administration (Accounting) (2018 – 2022)
- University of Cape Coast – Diploma in Commerce (Distance) (2016 – 2019)
- St. Francis SHS – WASSCE in Business (2010 – 2013)

PROFESSIONAL EXPERIENCE

Woodhouse Ltd – Finance & General Manager (Jan 2024 – May 2025)

- Led finance & admin teams, prepared financial reports, managed budgets, payroll & expenditures.

Global Media Alliance (PMI) Account Manager / Credit Controller (Mar 2022 – Dec 2023):

- Maintained client relationships, led credit control, managed campaigns.

Administrator / Credit Controller (Mar 2020 – 2021):

- Handled documentation, collections, reports & data management.

Parliament of Ghana – National Service Personnel (Sep 2019 – Aug 2020)

- Assisted with records, customer service & tech support in documentation center.

Vicsa Oil and Gas – Admin/Accounts Officer (May 2016 – Aug 2019)

- Oversaw strategy implementation, admin processes & instructional support.

TECHNICAL & FINANCIAL SKILLS

- Accounting Software: QuickBooks, Tally, SAP
- Data Analysis: Excel (Advanced), Power BI, SQL
- Web Development: HTML, CSS, JavaScript (Frontend), Node.js, React
- Microsoft Office: Word, Excel, PowerPoint (Advanced)

ORGANIZATIONAL SKILLS

Office Management • Time Management • Team Coordination • Client Relations • Digital Marketing

CERTIFICATIONS & TRAINING

- Live to Lead – Centre for Transformational Leadership
- AI & Networking – Silver Rock Technology

INTERESTS

Reading • Research • Solving Puzzles