

## **EMMA APPEATUAA AIBU**

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📁 GitHub: <https://github.com/EmmaAibu> | 🌐 Portfolio: <https://emmaaibuportfolio.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.

### **PROFESSIONAL EXPERIENCE**

#### **Silver Rock Technology (Internship) – Junior Web Developer (Frontend) (April 2025 – July 2025)**

- Redesigned All Official Websites, making them user friendly, functional and more professional standard for a tech company.

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

- Led finance & admin teams, prepared financial reports, managed budgets, payroll & expenditures, and maintaining 93% financial and Assets Balance.

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

- Maintained client relationships, led credit control, managed campaigns, building credibility and earning more jobs from clients.

#### **Administrator / Credit Controller (Mar 2020 – 2021):**

- Handled documentation, collections, reports & data management making both internal and external data safe and protected without company experiencing Bad Debt.

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

- Assisted with records, customer service & tech support in documentation center for easy referencing and Retrieving.

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

- Oversaw strategy implementation, admin processes & instructional support to meet the company's goals.

### **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