GIDEON SAKA

Business Analyst (Finance & Operations) | +233(0)503314331 | +233556139375 | Accra, Ghana.

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PROFESSIONAL SUMMARY

Business Analyst with 5+ years of experience in accounting, finance, and insurance operations. Specialized in analyzing operational and financial workflows, clarifying business requirements, and supporting process improvements across the order-to- cash and procure-to-pay cycles. Strong background in claims processing, cost monitoring, reconciliations, and month-end close, with proven ability to translate data into insights for management decision-making. Experienced with ERP systems (SAP, QuickBooks) and advanced Excel to analyze trends, monitor performance, and improve reporting accuracy. MBA-trained, with a collaborative approach to working with stakeholders and supporting continuous improvement initiatives.

WORK EXPERIENCE

Old Mutual Life Assurance Co Ltd   Accra,   Ghana
Business Analyst (Transport and Facilities Team Lead)   01/2020 – 12/2020

- Analyzed transport and facilities processes to understand cost drivers, service gaps, and operational inefficiencies.

- Worked with internal stakeholders and service providers to clarify operational requirements and support agreed improvements.

- Produced expense and performance reports highlighting budget variances and trends, supporting management decision-making.

- Implemented cost-tracking and monitoring controls that improved forecasting accuracy and reporting consistency.

- Supported initiatives that contributed to a 10–15% reduction in operational costs, while maintaining full compliance with safety, scheduling, and control standards.

Old Mutual Life Assurance Co Ltd   Accra,   Ghana
Business Analyst (Claims)   09/2019 – 12/2020

- Reviewed and processed 1,000+ claims daily, applying defined policy rules and business requirements to ensure accurate outcomes.

- Analyzed claims data to identify process bottlenecks, recurring exceptions, and risk trends, contributing to improvements that reduced turnaround time by 15%.

- Worked with underwriting, risk, and operations teams to clarify ambiguous cases and align claim decisions with business intent.

- Supported portfolio risk management by highlighting emerging trends and operational impacts.

- Maintained structured documentation and audit trails to support traceability, compliance, and internal review.

Old Mutual Life Assurance Co Ltd   Accra,   Ghana
Accounts Administrator   06/2019 – 12/2020

- Supported finance and operations teams by analyzing order-to-cash workflows and resolving exceptions impacting billing and reporting.

- Prepared journal entries, reconciliations, and variance analyses, identifying root causes of discrepancies, and reducing errors by 25%.

- Assisted with month-end close activities, ensuring outputs aligned with defined financial and reporting requirements.

- Collaborated with stakeholders to resolve complex billing issues and respond to audit queries.

- Documented processes and strengthened reconciliation reviews to improve control, consistency, and knowledge transfer.

MYON Company Ltd   Accra,   Ghana
Accounts Receivable Analyst   08/2017 – 01/2019

- Managed a receivables portfolio of 100+ active accounts, contributing to a 20% reduction in overdue balances through structured follow-up.

- Prepared monthly aging and receivables reports to support cash flow monitoring and working capital decisions.

- Analyzed collection trends and escalated risk accounts to management in a timely manner.

Honest Chef Restaurants   Accra, Ghana
Account Payable Analyst   08/2016 – 01/2017

- Reconciled and processed daily supplier transactions exceeding GHS 50,000, supporting accurate monthly expense reporting.

- Assisted in resolving payment discrepancies, strengthening internal controls and reducing recurring issues.

- Maintained complete and well-organized documentation for internal review and audits.

PROJECTS

Loan Management System   **02/2026 – 02/2026**

- Analyzed and documented requirements for a loan lifecycle system covering application, approval, disbursement, and repayment tracking.

- Modeled processes in BPMN 2.0 and produced FRD/NFRD and use cases to improve workflow efficiency and transparency**.**

Insurance Claims Workflow Optimization   **01/2026 – 01/2026**

- Analyzed an end-to-end insurance claims lifecycle and developed AS-IS and TO-BE process models using BPMN 2.0, covering intake, validation, investigation, approval, and payment stages.

- Identified control gaps and improvement opportunities, documenting structured workflow recommendations to enhance processing efficiency and compliance visibility.

New York Jobs CEO Council

Financial Analyst   **08/2025 – 09/2025**

- Built a comprehensive financial model to evaluate a potential strategic acquisition of a technology company, modeling revenue synergies, growth metrics, and cash flows.
- Conducted valuation analysis using DCF and comparable company methodologies to support a proposed deal structure.
- Developed and presented a board-ready investment thesis summarizing strategic rationale, financial impact, and key risks.

Boston Consulting Group (BCG)

Strategic Experience & Design   **08/2024 – 09/2024**

- Developed financial projections and customer analysis for a proposed consumer banking product. Created a business case and concept chart linking customer insights to growth opportunities and revenue potential.

Product Development Project   **07/2024 – now**

- Designed a no-code prototype app for vehicle maintenance. Conducted financial/operational feasibility analysis, built financial logic to model scalability, and delivered a strategic business case to stakeholders.

TECHNICAL SKILLS

- **Financial Tools:** Advanced Excel, Google Sheets, QuickBooks (basic), SAP (familiarity), SLAMS
- **Data Analysis & Visualization:** Power BI, Tableau (basic), dashboards, reporting automation
- **Programming & Analytics:** Python (basic data analysis), SQL (familiarity)
- **Business Productivity:** PowerPoint (executive/board presentations), Jira, Confluence, Trello, BPMN 2.0, Word, Teams, Slack, Zoom

CORE COMPETENCE

Process Analysis • Requirements Engineering • Data & Trend Analysis • Journal Entries • Reconciliations • Month-End Close • Engagement Driver • GAAP Principles • Audit & Compliance Support • Customer Centric • Financial & Management Reporting • ERP Systems • Cross-Functional Collaboration • Agile Methodologies

EDUCATION & CERTIFICATES

- Chattered Insurance Institute of Ghana (Almost Associate), Ghana Insurance College, 2024
- Product Management, Futureversity, 2024
- Introduction to Certified Business Analysis Professional, 2024
- Master of Business Administration, University of GoldCoast, 2022
- BSc Business Administration (Accounting), Central University, 2015