# Curriculum Vitae – YAW SAFO MARFO

C/o Kristo Asafo Mission, Post Office Box NT 476, Accra New-Town, Ghana

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PERSONAL DATA

Nationality: Ghanaian

Date of Birth: 30th May, 1991

Marital Status: Single

**OBJECTIVES**

My present career aim is to work within IT Platforms. To become a Great Inventor and Engineer in Africa and to develop my Human Relation Skills because I enjoy working with machines and assisting people; I enjoy these environments and I find the work interesting and satisfying. The opportunity to work with new technologies is particularly attractive to me. I want to improve upon and develop new skills in these areas.

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**PROFILE**

Administrative Professional, who is innovative, meticulous, honest, discipline, smart, hardworking, committed to tasks, responsible and always willing to learn new things. My greatest assets are my abilities to understand new things and to adapt to new situations.

EDUCATIONAL BACKGROUND

2007 – 20011: Business Studies, [WASSCE] *Sunyani Senior High School*, Sunyani

2011 – 2015: BSc. Administration (Accounting Option), *University of Ghana*, Accra.

2011-2014: Electronic Engineering, *Apostle Safo Suaye Technological Centre,* Gomoa.

2016, January-October: Executive Masters in *Alternative Dispute Resolution*, Institute of Paralegal Training and Leadership Studies, Accra.

2021: Professional Certificate in *Python Programming*, OpenLabs Ghana, NIIT, Accra.

2021-2022: Professional Certificate in *Fullstack Web & Mobile Development*, OpenLabs Ghana, NIIT, Accra.

PROFESSIONAL CERTIFICATES & ACHIEVEMENTS

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| **2007-2010** | **Second in Command**, *Ghana Army Cadet Corps-****Sunyani Senior High School*** |
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**2008-2010** **Main House Prefect**, *P. D. Quartey House*-***Sunyani Senior High School***

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| **2009-2011** | **President**, *Ghana National Association of Business Students*-***Sunyani Senior High*** |

**2009-2011**  **Marketing Officer***, the Editorial Board*-***Sunyani Senior High School***

**2012-2015** **Commanding Officer**, *Kantanka Royal Cadet***-Kristo Asafo Mission**

**2013-2014 Treasurer***, Youth of Kristo Asafo (YoKA)***- *University of Ghana Branch***

**May, 2015 Financial Controller,** *Dinner Planning Committee****-****Kristo Asafo Students Union****-University of Ghana Branch***

**2018-Date National and Regional Executive Council Member,** *Kristo Asafo Mission of Ghana*

**2019-2020 Procurement Officer,** *Office of The Leader****-Kristo Asafo Mission of Ghana. Accra***

**July, 2020-October, 2021 Head of Mobile Banking & Business Development,**

*Kantanka Financial Cooperative Union.* ***Accra-Ghana***

**October, 2021-May, 2022: Head of Fleet Management,**

*Kantanka Financial Cooperative Union.* ***Accra-Ghana.***

**March, 2022-Date: Loan Officer,** *Kantanka Financial Cooperative Union.* ***Accra-Ghana.***

**PROFESSIONAL SKILLS**

* *demic Performance in the WASSCEKILLS*Business & Public Finance
* Taxation Law and Its Accounting
* Financial & Management Accounting
* Public Administration & Public-Sector Accounting
* Commercial Law and Company Law
* Investment Fundamentals & Financial Markets
* Entrepreneurship & Auditing Principles
* Business management & Strategic Planning
* Electronic-Commerce & Social Media Expertise
* Accounting Information Systems & Economics
* Painting, Ceramics, Sculpturing, Artistry, Wood Construction, Aerospace and Mechanical Engineering
* Alternative Dispute Resolutions

**IT\* PROFICIENCY**

**\***QuickBooks Accounting Software

* Sage Accounting Software,
* Tally Accounting Software,
* Trips Database Software,
* Microsoft Word,
* Microsoft PowerPoint,
* Microsoft Excel,
* Microsoft Access,
* Internet Research,
* IT Supporting Services and
* Website Design and Development*.*

EMPLOYMENT/INTERNSHI

* **Former Regional Coordinator** – *Technology in Ghana Co. Ltd*, ***Brong Ahafo Region***:

**April, 2014-January, 2016.**

**Key Roles/Duties:**

* Maintaining administrative workflow by studying methods; implementing cost reductions; developing reporting procedures.
* Developing administrative staff by providing information, educational opportunities, and coaching.
* Maintaining suggestion system by directing and controlling administrative technical aspects in accordance with management directives.
* **Former Database Designer** – Welfare Club, *Apostle Safo Suaye Technological Centre*,

Gomoa-Mpota**: June-August, 2013**

**Key Role/Duties:**

* establishing the needs of users and monitoring user access and security;
* monitoring performance and managing parameters to provide fast responses to front-end users;
* considering both back-end organization of data and front-end accessibility for end-users;
* **Former Administrative Assistant & Mediator,** Community Mediation Centre –

Legal Aid Board, **Sunyani-**: **June-August-2015.**

**Key Role/Duties:**

* Performing general clerical duties to include but not limited to: photocopying, mail distribution and filing.
* Assisting the Senior accountant with various tasks, including preparing budgets, records, and statements
* Creating and modifying various documents using Microsoft Office.
* Coordinating meetings and conference calls as needed or anticipated.
* Assisting in the settlement of Disputes presented by Clients.
* **Former Data Entry, Welfare Officer & Tax Consultant**- *Ghana Revenue Authority*,

Accra-Greater Accra: **September, 2015-August, 2016**

**Key Roles/Duties**:

* Helping clients in filing their tax returns.
* Advising clients on tax payments and other formalities.
* Handling the Clients queries related to tax payment
* Registration of tax payers by capturing their data through the electronic system and managing their tax database.
* **Chief Executive Officer-** Answers Business Services *(Business Registration & Management Consultancy, Career Development, Legal Aid, Web Development Services, Student Internships & etc.)* **Accra,**

**3rd February-Date**.

**Key Role:**

* Formulating policies and planning recommendations to the Board
* Deciding and guiding courses of action in operations by staff
* Ensuring staff and Board have sufficient and up-to-date information
* Interfacing between organization and community
* Overseeing operations and Implementing plans
* Managing human, financial and physical resources of organization
* **Former Audit Assistant-** *PKF Ghana (Accounting, Audit & Business Advisory Firm***)**

**Accra, 27th February-29th May, 2017**

**Key Roles/Duties:**

* Executing checks on the accuracy of accounting systems and procedures.
* Verifying and inspecting accounts receivable and payable ledgers and general ledger for its accuracy.
* Checking, inspecting and reconciling bank deposits and payments.
* Studying, inspecting and assessing; budgets, balance sheets and other related financial statements and records.
* Checking and verifying accounting books and records are in conformity with industry practices and corporate policies.
* **Former *Administrator*-** Sanyakwa CompanyLtd *(Construction Company***), Accra,**

**April-July, 2017**

**Key Roles/Duties:**

* Ensuring strict confidentiality regarding all business and client matters.
* Authoring, maintaining, and distributing a myriad of financial and production reports including cash flow reports, invoices, purchase orders, contracts, vendor, and job files.
* Ensuring production agendas remained on track and within projected guidelines.
* **Former Finance Officer,** W.A.S.P Company Ltd *(Managed Document Services),* **Accra**

**5th September- 22nd December, 2017.**

**Key Roles/Duties:**

* Preparing payroll, invoices, requisitions, stock taking, tax computations, budgets and other related financial transactions
* Tracking the company's financial status and performance to identify areas for potential improvement
* Reviewing financial data; Prepare Weekly, Monthly and Annual reports
* Presenting financial reports to Board Members, Stakeholders, Executives, and Clients in formal meetings
* **Regional Financial Controller,** Kristo Asafo Mission *(Church)*, **Brong Ahafo Region**

**5th May, 2018 –to Date**

**Key Roles/Duties:**

* Receiving all monies on behalf of the region and give evidence of receipts and accounts for all monies Spent during regional meetings.
* Make payments with the prior approval of the regional Chairman.
* Reviewing financial data; Prepare Weekly, Monthly and Annual reports
* Presenting financial reports to Board Members, Stakeholders, Executives.
* Collection of all debts owed to the region within a reasonable time.
* **Supervisor,** Forestry Commission, **Sunyani Municipality, Bono-Ahafo Region.**

**25th July, 2018 –23th November, 2018**

**Key Roles/Duties:** Supervisor under the Youth in Afforestation Programme.

* **Engineer & Tech Consultant,** Blackmind Technology, **Sunyani, Bono Ahafo Region.**

**1st January, 2019 –Date.**

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| **ESSENTIAL PERSONAL SKILLS** |

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| * Excellent communication/ presentational skills * Ability to contribute well in a team environment * High level of initiative, drive and integrity * Good organizational skills. * Ability to consistently meet deadlines * Attention to detail.   **ACCOMPLISHMENTS/AWARDS**  ⦁**2007, Kantanka Excellence Award**, *Distinctive Academic Performance in the BECE*  ⦁**2009, Winning Team, National Quiz on Finance**- *Organized by Ministry of Finance and Economic Planning in collaboration with Primetime*  ⦁**2010, Most Discipline and Best Parade Performer**-*Ghana Army Cadet Corps (SUSEC @50 Celebrations)*   |  | | --- | | **HOBBIES** | | * Ability to solve problems in small teams * Ability to listen and share ideas * Thinking creatively to solve complex problems. * Able to handle multiple tasks, work quickly and well under pressure. * Willing to assume responsibility for decisions. * A proven high performer and quick learner.   ⦁**2011, Kantanka Excellence Award**-*Distinctive Academic Performance in the WASSCE*  ⦁**2012, Most Discipline Award**, *Kristo Asafo Student Union (****University of Ghana******Branch)*** *- End of Year Dinner Party & Excellence Awards* |

*-Building Machines and Researching on Technology Trends,*

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*Reading books, Writing Articles and Teaching,*

*- Drumming and Mixing of Sounds (DJ), Creative Drawing.,*

*- Public Presentation, Inspiring People and Directing Event Activities*

*-Researching on Financial & Monetary Matters through IT Platforms & ERPs*

**REFEREES**

**Mr. Albert Afful**

Audit Manager,

PKF (Accountants & Business Advisers)

P.O. Box 1219,

Accra, Greater Accra,

Mob. N#: +233-26 224 0620.

**Lawyer Kwame Gyan Kontoh**

Regional Director,

Legal Aid Scheme

P.O. Box 1572,

Sunyani, Brong Ahafo,

Mob. N#: +233-20 812 1675.

**2016-date Member (Certified; Mediator, Arbitrator & Negotiator),** *Ghana National Association of ADR Practitioners* **(GNAAP)**

**Ms. Mary Mould**

Principal Revenue Officer,

Ghana Revenue Authority,

E-Government Department,

Accra, Greater Accra,

Mob. N#: +233-20 817 4660.