

Eva Aggrey  
Post Office Box,399  
Tarkwa.  
6<sup>th</sup> March,2015

I would like to be considered for the position of ..... in your reputable company

As a skilled individual with a solid accounting background and ability to work effectively in a team environment, I am certain that my qualifications and related experience is a good pool that can provide benefit to your organization.

My inherent dexterity, organization skills and ability to multitask are skills that will assist me in performing my work duties effectively. I am highly skilled in maintaining accounting journals, ledgers and other accounting support tasks. Besides, I also have a demonstrated ability to perform reconciliations and other accounting functions in a timely and efficient manner. Moreover, I possess strong computer skills; Microsoft Word and Excel. Likewise, I am proficient in accounting software's. The enclosed resume contains more details about my qualifications and experiences.

I am excited about putting my accountancy skills for the success of your reputable organisation.

Thank you for your time and consideration.

Your faithfully,

Eva Aggrey

CONTACT NUMBER: 0246188969

# CURRICULUM VITAE

EVA AGGREY

Post Office Box 17

Shama - Western Region, Ghana

Email: [evaaggrey57@gmail.com](mailto:evaaggrey57@gmail.com)

## **PERSONAL DATA:**

Name: EVA AGGREY

Tel. No 0246188969

E-mail: [evaaggrey57@gmail.com](mailto:evaaggrey57@gmail.com)

## **CAREER OBJECTIVE**

To work in a result driven organization, in an environment with all manner of people so as to share ideas, information, and to contribute my quota towards the achievements of the organizational goals.

## **EDUCATIONAL QUALIFICATIONS**

(a) HND in Accounting

Takoradi Polytechnic Institute, Ghana (2010-2013)

(b) Senior Secondary School Certificate (WASSCE)

Apam Charity School. (2004 – 2007)

## **OTHER QUALIFICATIONS**

- A Basic Course in accounting software (Tally and Sage).

## **WORK EXPERIENCE**

**October, 2013 to August,2014: Islamic Education Project -Unity Islamic School,Ashiaman**

**National Service Person**

**Position:Teaching**

The following are some of the subjects I taught in the lower primary:

- Mathematics
- English Language
- Natural Science
- Religious & Moral Education

**June, 2011 to August, 2011: Lower Pra Rural Bank -Shama.**

The following are a summary of some of the activities I undertake:

- Prepared various source documents which included the payment voucher and receipts
- Cross-checked receipts and payments made for the day
- Registering and opening of accounts
- Filling of transactional form
- Attending to prospective clients

**July, 2012 to August, 2012:Lower Pra Rural Bank -Shama.**

The following are a summary of some of the activities I undertake:

- Prepared various source documents which included the payment voucher and receipts
- Cross-checked receipts and payments made for the day
- Registering and opening of accounts
- Filling of transactional form
- Attending to prospective clients

**INFORMATION TECHNOLOGY SKILLS**

- User of Microsoft Office Suites: MS PowerPoint, Excel, MS Word.
- Knowledge in Tally and Sage
- Internet Applications and E-mailing.

**PERSONAL QUALITIES**

- Good communication and inter-personal skills.
- Self-motivated, reliable and focus resilient.
- Adaptable to new and changing environment.
- Honest and trustworthy.
- High stability and ability to work long hours to achieve required results.

## **HOBBIES**

- Reading, listening to news, sports and singing.
- **REFERENCES**

**Mr. IbrahimJob Shaban**

Headmaster – Islamic Unity School

Tel: +233244154532

**Mr. John Boakye**

Project work Supervisor-Takoradi Polytechnic Institute

Tel: +233243736548

Lower Pra Rural Bank Limited – Shama

Tel: 0312023981

