

JOEL ASIENI

WORK HISTORY/EXPERIENCES

MAY 2021–JUNE 2021

REVENUE ADMINISTRATION• INTERN • GHANA REVENUE AUTHORITY

NOVEMBER 2022–OCTOBER 2023

REVENUE ADMINISTRATION• NSS PERSON • GHANA REVENUE AUTHORITY

- Collected state taxes and secured all delinquent returns.
- Provided guidance and service on various financial problems in order to assist taxpayers in resolving tax issues.
- Responded to taxpayer questions and helped individuals complete and file tax documentation.
- Processed tax payments, set up payment plans and worked with taxpayers to resolve issues.
- Professionally negotiated and dealt with taxpayers in confrontational situations.
- Interpreted and applied federal and state tax codes for personal, business and corporate taxes.
- Prepared tax returns for individuals and businesses.

PROFESSIONAL SUMMARY

- Communicative person versed in analyzing and interpreting financial records and business practices to determine appropriate resolutions for both government and taxpayers' interest.
- Customer-oriented and reliable with knowledge of advanced collections, actions and concepts.
- Adept at communicating with taxpayers daily.
- Organized and dependable candidate successful at managing multiple priorities with a positive attitude.
- Willingness to take on added responsibilities to meet team goals.
- Detail-oriented team player with strong organizational skills.
- Ability to handle multiple projects simultaneously with a high degree of accuracy.
- To seek and maintain full-time position that offers



GT-326-5428
PALM AVENUE,
COMMUNITY 18,
TEMA.



0559424078/0572056
923



legonjoel05@gmail.com



Education
UNIVERSITY OF
GHANA,
LEGON – ACCRA
AUGUST 2018 –
AUGUST 2022
BACHOLOR OF
ARTS
PSYCHOLOGY

professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

SKILLS

- Investigative Techniques Knowledge
- Interpersonal Communication Skills
- Basic Accounting Principles
- Payment Processing
- Account Balancing
- Tax Code Interpretation
- Compliance Review
- Account discrepancies
- Excellent negotiation skills
- Programming
- Coding
- Technical support