



# JOEL ASIENI

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## WORK HISTORY/EXPERIENCES

**MAY 2021–JUNE 2021**

REVENUE ADMINISTRATION • INTERN • GHANA REVENUE AUTHORITY

**NOVEMBER 2022–OCTOBER 2023**

REVENUE ADMINISTRATION • NSS PERSON • GHANA REVENUE AUTHORITY



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



**0559424078/0572056  
923**



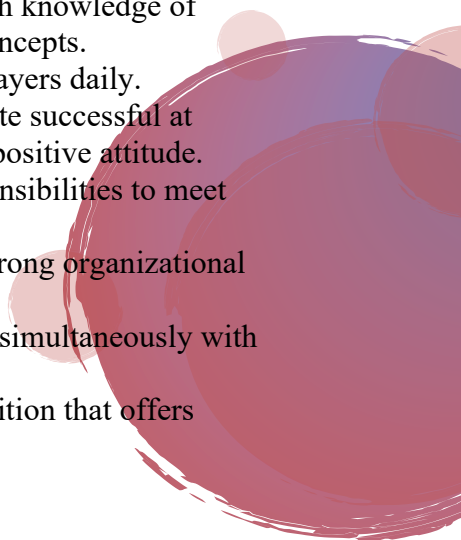
**legonjoel05@gmail.com**



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

- 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
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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