QUAINOO KWAME GILBERT
ACCRA
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SUMMARY

- Dedicated and detailed-oriented individual with strong academic experience in the finance and data analysis field.
- Proven ability to handle record keepings and customer concerns.
- Viewed as a determined, proactive and resilient individual, with genuine desires to be of service.

EDUCATION

University of cape coast   **Cape Coast, Ghana**
Bachelor of commerce in finance   2020-2024
• **Relevant Courses:** Economics /Accounting /Finance related courses /Business law

Ada Senior High School   **Ada, Ghana**
General Arts   2018
• **Relevant Courses:** Economics / mathematics/ Government/Geography

WORK EXPERIENCE

Paul Lak Ventures   *Accra, Ghana*
Mobile Money Vendor   *2018– 2020*
- Was in charge of delivering mobile transactions including cash withdrawals, deposits, bill payments, record keeping and other relevant services that contributed to the growth of the business.

Ghana Methodist Student Union   **Ada Senior High School**
Financial Secretary   2016 – 2018
- Handled duties concerning the flow of financial resources such as money in and out of the union, collection of dues and financial record keeping.

Cape Coast Teaching Hospital   **Cape Coast**
Account receivable accountant
- In charge of recording and reconciling receipts, processing and managing client invoices.
- Prepare and analyse periodic reports on account receivables and other related reports like collection activities and progress.
- Assist with other accounting duties and projects such as analysis of sales and related items when required.

SKILLS & INTERESTS

Languages: Twi and English
Technical Skills: SQL, Python, Excel and Power BI

Certifications & Training:
- **CFI**: Financial modeling and valuation analyst
- **CFI**: Business Intelligence and Data analyst.
- **DATACAMP**: Associate data scientist

Interests: Personal development