



CURRICULUM VITAE

Name	Michael Kwakye Acheampong
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Date of Birth	7 th September, 1998
Nationality	Ghanaian
Postal Address	P.O. BOX 34, Ashaiman

Education

August 2019- August 2022 **Higher National Diploma in Computerized Accounting**, Sunyani Technical University, Sunyani. (STU)

Languages

Language	Speaking	Reading	Writing
English	Excellent	Excellent	Excellent
Twi	Good	Good	Good

Experience

Month/Year	Employer	Position Held
Oct 2022-Jan. 2023	Tema West Municipal Assembly	Assistant Accounts Technician (NSS)
May 2021-May 2022	The Apostolic Church Ghana STU Campus Ministry	Financial Controller

Responsibilities/ Duties	<p>Employer: Tema West Municipal Assembly</p> <p>Date: October 2022 to January 2024</p> <p>Position Held: Assistant Accounts Technician</p> <ul style="list-style-type: none"> • Worked under the supervision of accountants to develop a working knowledge of recording of payment and receipts cash books. • Ensures proper preparation and maintenance of the payment vouchers. • Preparing Payment Vouchers (PV) on warrants through the GIFMIS app. • Files and makes payments to the Ghana Revenue Authority (GRA) <p>Withholding taxes, VAT, and Covid-19 taxes at the end of the month</p> <p>Employer: The Apostolic Church Ghana STU Campus Ministry</p> <p>Date: May 2021-May 2022</p> <p>Position Held: Financial Controller</p> <ul style="list-style-type: none"> • In charge of keeping and recording all monetary issues, received and issued money using MS Excel. • Prepares and presents financial reports to the congregation. • Identifies ways to generate funds to assist in paying the fees of members who had challenges.
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Skills/Competence

- Attentive to details, confident, and self-starter.
- Strong organizational, leadership, coordination, and good planning skills.
- Excellent analytical and problem-solving skills. I also provide new ways of doing things
- Ability to work diligently and perform transactions quickly and accurately. I easily adapt to multi-tasking, tight deadlines, heavy workloads, and frequent changes in priorities.
- Good overall computing skills and proficiency with Microsoft Office applications.

Reference:

Will provided upon request.

Certification

I, **ACHEAMPONG KWAKYE MICHAEL** certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal if engaged.