

CURRICULUM VITAE

# AGNES MOZU

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## **EDUCATIONAL BACKGROUND**

Certificate : **Bachelor of Business Administration (BBA-Accounting Option)**  
Institution : **University of Education -Winneba**  
Date : **2014 - 2018**

Certificate : **West Africa Senior Secondary Certificate Examination (Business Accounting)**  
Institution : **Nkroful Agricultural Senior High School,**  
Date : **2009 – 2013**

## **WORKING EXPERIENCE**

Position : **TEACHER**  
Place of work: **Royal Lyceum International School**  
Date : **Mar 2021 – Present**

### **Duties**

- Taught students subject-specific material, learning strategies and social skills.
- Maintained safe, clean, and organized classroom environment.
- Maintained calm, positive classroom environment through gentle discipline and enthusiastic attitude to encourage learning and studying among student.
- Assisted fellow teachers with assignment development, tests and grading.
- Helped students build leaning and study skills to achieve educational goals.
- Attended and participated in department staff meetings to brainstorm ideas on academic issues.

Position : **RECEPTIONIST**  
Place of work : **Wantapa Hotel**  
Date : **Aug 2020 – Feb 2021**

### **Duties**

- Delivered administrative support to team members, including making copies, sending faxes, organizing documents and rearranging schedules.
- Welcomed patrons to front desk and engaged in friendly conversations while conducting check-in process
- Received incoming calls and coordinated with hotel staff to fulfill requests and resolve issues.

- Collaborated with housekeeping and maintenance staff to address and mitigate facility issues.
- Balanced accounts and conducted nightly audits to keep bookkeeping current.
- Computed guest billings and posted charges to room accounts.
- Monitored reservations to track incoming parties and special events.

Position : **FINANCE OFFICER (National Service)**

Place of work: **Korle – Bu Teaching Hospital**

Date : **Sept 2018 – Jul 2019**

#### **Duties**

- Receiving of cash and issuing of receipts for In-Patient and Out-Patient Services
- Generating payment Codes for all daily payment received
- Periodic stock taking of consumables and non-consumables for the Child Health department
- Generating report and charts from stock taking figures
- Responsible for filling of NHIS claim forms chronologically.
- Assigning of prices for diagnosis and their corresponding PAED number and ICD-10 code
- Regularly assisted patients to find their way in and out of the hospital

Position : **ACCOUNTS / ADMINISTRATIVE ASSISTANT (Intern)**

Place of work: **Avance Life Assurance Company Limited**

Date : **Oct 2017 – Dec 2017**

#### **Duties**

- Wrote cheques for payments to policy holders for Claims
- Daily cash and cheques deposit of premium received to the bank
- Helped at the front desk to receive customers, answering and redirecting calls when needed.
- Typed and prepared letters, emails and memos for the accountant.
- Generally typed, scanned, printed and bound documents for administrative purposes when requested.
- Daily filed and properly arranged documents for easy accessibility.

Position : **REGISTRATION OFFICER (Intern)**

Place of work: **National Health Insurance Scheme**

Date : **Jun 2016 – Aug 2016**

#### **Duties**

- Collected and recorded new user's details using NHIS online registration portal.

- Collected and recorded user's registration and renewal fee using Microsoft excel.
- Assisted customers by listening closely and finding solution to their problems.

## **ACHIEVEMENT**

- Assisted in increasing NHIS funds for the Child Health Department at Korle-Bu Teaching Hospital by efficiently recording data in NHIS claim forms and was commended by the supervisor.
- Helped transformed about 3000 hard copy policies into software copies and arc filed all the hard copy policies at Avance Life Assurance Limited which made it easier to access when needed

## **SKILLS**

- |   |                        |
|---|------------------------|
| • Microsoft Office Applications (Word, Excel, Access, PowerPoint) | • Communication Skills |
| • Problem Solving   | • Team Worker          |
| • Decision maker  | • Quick Learner        |
|   | • Time management      |

## **REFERENCES**

Andrews Amon Neequaye  
 Clients Accountant  
 Gokals Laborex Ltd  
 Tel: 0244-091352

Thomas Awuah  
 Dept. Chief Accountant  
 Korle-Bu Teaching Hospital  
 Tel: 0259318006