

SHERIFF NNADOZIE

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Professional Profile

Results-driven accounting and finance professional with 5+ years of experience in financial analysis, auditing, taxation, budgeting, reporting, and inventory management. Skilled in designing internal control systems to prevent and detect fraud/theft, developing inventory monitoring frameworks, and implementing POS software solutions for sales tracking. Proficient in Tally, QuickBooks, Microsoft Office Suite, with a growing technical background through the Jesi Scholarship (Node8) in Full-Stack Web Development. Recognized for a strong blend of financial expertise, technology integration, and business growth strategies.

Core Skills

- Financial Analysis & Reporting
- Proper Inventory Management & Control
- Fraud & Theft Detection/Prevention Systems
- POS Software Installation & Configuration
- Tally & QuickBooks Accounting Software
- Audit & Investigations | Tax Compliance
- Budgeting, Forecasting & Account Reconciliation
- Digital Marketing & Sales Strategies
- Internal Controls Design & Implementation
- Web Development (Ongoing Training)

Career Summary

Auditor (Remote, Part-Time) — Chaufra Company Limited (Oct 2023 – Jun 2025)

- Designed Excel template for tracking source documents (receipts & sales).
- Conducted staff training and account preparation.
- Filed statutory returns including taxes and regulatory requirements.

Account Officer — Mayanar Fabrications Limited (Apr 2023 – Dec 2024)

- Designed internal controls to reduce operational losses and detect fraud.
- Implemented regular inventory counts and expenditure policies.
- Managed statutory filings (VAT, CIT, PAYE, SSNIT, VIT, GSA, EPA, GFS).
- Provided bookkeeping solutions and financial advisory to management.

Auditor — Victory Satellite & Technology (Aug 2021 – Mar 2023)

- Developed fraud-prevention systems and inventory control frameworks.
- Designed receipt-tracking templates to improve accountability.
- Trained staff on accounting best practices.

Relationship Officer — HMI Management Service (Sep 2020 – Feb 2022)

- Promoted and sold investment products through direct sales and seminars.
- Handled documentation and prepared client feedback reports.

Accountant — Emmanuel Kedi Healthcare (Feb 2021 – Aug 2021)

- Designed and monitored operational budgets.
- Created procurement/requisition policies to minimize theft and waste.
- Managed regular inventory audits and advised management on financial activities.

National Service — Margret Marquart Catholic Hospital (Sep 2019 – Aug 2020)

- Handled cashiering, reconciliations, documentation, and stock requisitions.

Financial Officer — Ste Trademax Import SARL (Jul 2016 – Aug 2019)

- Supervised inventory loading, sales tracking, and reconciliation.
- Installed and monitored POS systems for accurate sales reporting.
- Verified trade documentation (bills of lading, pro forma invoices).

Internship — Ghana Audit Service (Jun – Jul 2018)

- Cross-examination & inventory audits.

Internship — Ghana Revenue Authority (Jul – Aug 2017)

- Taxpayer services, document filing, TINs, VAT, and monthly tax reporting.

Education & Professional Development

- Jesi Scholarship, Node8 — Certificate in Software Development (Full-Stack Web Development), Aug 2025 – Feb 2026 (Ongoing)
- Institute of Chartered Accountants, Ghana — Student, Level 2 (#276370)
- BSc, Business Administration — Ghana Communication Technology University (2020–2021)
- Higher National Diploma, Accounting — Ho Technical University (2016–2019)

Professional Association

Member, Institute of Internal Auditors Ghana (IIAG)

Additional Skills & Expertise

- Microsoft Office (Word, Excel, PowerPoint, Publisher)
- Tally & QuickBooks Accounting Software
- POS Software Installation & Monitoring
- Fraud Detection & Prevention Systems
- Software Installation & Basic Web Development
- Driving (License B)
- Languages: English (Fluent), French (Intermediate), Ewe (Intermediate)

Interests

Sales & Public Speaking | Marketing & Blogging

References

Edward Sedzro — Lecturer, Ho Technical University, ■ +233 24 213 7160

Mrs. Petrina Enyonam Kpotosu — Director, Chaufra Company Limited, ■ +233 24 313 1847