

CURRICULUM VITAE

AMOS OTOO

Venice, Italy

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SUMMARY

Experience in the Finance Field with a demonstrated history of working in the Finance Department, having skills in Financial Accounting, Managerial Finance, Investment Management, Financial Reporting, and Corporate Financial Analysis, with knowledge in Financial Modelling using Python. I am organized and dedicated to achieving everything I set out to do. I am willing to work with people and learn more.

WORK EXPERIENCE

PHARMACY COUNCIL WESTERN REGION, GHANA

2022- Sep. 2023

Account office (National Service Personnel)

Duties:

- Preparing Bank Reconciliations
- Reporting to the Regional Accountant on Cash Received
- Recording Payment of Renewal of Licenses of Pharmaceutical Society
- Generating monthly, quarterly, and annual report
- Ensure Proper Bookkeeping of Pharmacy Licenses.
- Using of Tally ERP 9(Accounting Software)
- Monthly Reporting on all Cash and Bank Activities

GKV INVESTMENTS LTD (Finance Department (Internship))

2019-2021

Duties:

- Managing of Petty Cash and Reporting to Management
- Participated in preparing the Annual Financial Statement and Reporting to Management
- Preparing Bank Reconciliation Statement
- Preparing Sales Reports for weekly and Monthly
- Preparing Monthly Payroll
- Examine and reconcile the monthly tax, VAT, and Withholding tax returns
- Preparing Inventory Reports for quarterly & yearly

EDUCATION

• Ca Foscari University of Venice, Italy

Ongoing

Master of Data Analytics for Business and Society

• University of Cape Coast, Ghana

2018-2022

Bachelor of Commerce – B. Com (Finance)

Academic Stand:

First Class Honors

• Sekondi College

2014-2017

Business

PROFESSIONAL CERTIFICATION

- **CORPORATE FINANCE INSTITUTE**

Financial Modeling & Valuation Analyst (FMVA®)

September, 2022

SKILLS AND INTEREST

- **IT SKILLS:** Microsoft Word, Microsoft Excel, PowerPoint, Outlook, G Suite (Sheets, Docs, Slides)
- **ANALYTICS SOFTWARE:** R studio, STATA, Python for Data Analytics
- **OTHER SKILLS:** Good communication skills, great problem-solving skills, fast-paced learner, customer management, multitasking, team player, and a good Researcher.
- **FINANCE SKILLS:** Financial Management or Analysis, Financial Reporting, Investment Management
- **INTERESTS:** Researching, Listening to Music, Learning History
- **LANGUAGES:** English – Native, Fante – Native

TRAINING AND WORKSHOPS

- FestMan Learning Hub June 2022
Microsoft Excel Fundamentals
Data Analytics with Microsoft Excel
- Amalitech Boot Camp Training (Certificate) June 2022
Fundamentals of Web Development
- Internship Experience UK (Certificate) July 2022
Investment Banking & Asset Management

LEADERSHIP ROLE

- Managing properties (Houses) for my Family
- Group work Leadership (Assignment in School)

PROJECT

- Artificial Intelligence and Data Analytics (Using Machine Learning Models to Predict Inflation) @ Ca' Foscari University of Venice
- Econometrics Project: The Impact of Financial Literacy on Ownership of Risky Assets among Italian Households. @ Ca' Foscari University of Venice
- Capital Budgeting Project (Road Constructions Project by Government of Ghana to be Selected to Ensure Maximum Use of Resources using Python and Pyomo) @ Ca' Foscari University of Venice
- EVs effect on EU and how implementing Electric Vehicles affects the environment. @ Ca' Foscari University of Venice
- The drivers of mobile banking services among local communities around the UCC campus – Group Leader
- Assessing the Impact and Challenges of Mobile Money Services on UCC Campus (A Study on E-levy) – Group Leader
- Identification of a Project, Analyzing its packages and deliverables, its network diagram, and work breakdown structure – Group Leader
- Writing of Business Plan for Entrepreneurship course

HONORS AND AWARDS

- **ITALIAN GOVERNMENT SCHOLARSHIP/GRANTS(MAECI) BENEFICIARY** **2023-2025**
Scholarship to Study Masters in Italy (Ca' Foscari University of Venice)
- **UCC SCHOOL OF BUSINESS DEAN'S AWARDS - UCC School of Business** **2019-2021**
To award Excellent Student in the UCC School of Business
- **UCC STUDENTS' FINANCIAL SUPPORT SCHOLARSHIP** **June 2021**
To help the needy and brilliant student to pay their school fees.
- **GHANA DISTRICT SCHOLARSHIP - Ghana Scholarship Secretariat** **June 2021**
Scholarship for the needy and brilliant in Ghana
- **INSTITUTE OF CHARTERED ACCOUNTANTS GHANA(ICAG)** **2022**
Scholarship for First-Class Students

REFERENCES

MR. KOJO NUNOO
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