

Ezekiel Arthur || BSc Accounting and Finance

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OBJECTIVE STATEMENT

Seeking a challenging yet rewarding accounting position in an institution where I can utilize my knowledge, skills and provide opportunities for career advancement.

CORE SKILLS

- | | |
|---------------------------------|--|
| • Financial Reporting /Analysis | • Effective communication skills |
| • Bookkeeping | • Critical thinking and problem-solving skills |
| • Budgeting and forecasting | • Team-work and Integrity |
| • Tax preparation | • MS Excel, QuickBooks, Sage accounting software |
| • Audit and risk assessment | |
| • Attention to detail | |

WORK EXPERIENCE

Bookkeeper

Chrispee Int. School

August 2022 – present

- Responsible for handling cash – collection and disbursements
- Preparing financial reports by collecting and analyzing accounts information.
- Handling payroll expenses and reconciling accounts discrepancies

Internal Audits

Ada West District Assembly

September 2020 – 2021

- Reviewing expenditure documents to ensure accuracy and completeness of transactions
- Vouching IGF counterfoil receipts and banked transactions.
- Assisted in the preparation of quarterly audit reports

EDUCATION

BSc Accounting and finance

University for Development Studies (2020)

WA-Campus

Business (Elective Math)

Odorgonno Senior High School

Awoshie - Accra

COMPUTER SKILLS

Database management (MySQL)

Web Development (JavaScript, ReactJs, Php)

LANGUAGES

English, Twi, Ga

REFERENCES

Available on request