**GEORGE GYAMFI**

**Emporia, Kansas | +1 620 366 4486 |** [**geogya09@gmail.com**](mailto:geogya09@gmail.com)

**SUMMARY**

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| A dynamic, business-oriented professional with 6 years of experience in Banking, Insurance, Shipping, Trading, Educational and Construction sectors. Possessing excellent analytical and problem-solving skills, as well as the ability to offer accurate financial data on all areas of business. Having a track record of eliminating inefficiencies through business process improvements, as well as assisting with the maintenance and development of financial systems and accounting procedures. |

**PROFESSIONAL WORKING EXPERIENCE**

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| **Ghana Education Service**  Principal Accountant | **March 2018 - September 2020** |
| * Prepared annual financial statements. * Prepared monthly and quarterly financial returns. * Maintained payments and receipts cash books. * Created and processed invoices. | |
| **Contra Focus Limited**  Accounts Clerk | **March 2017 - February 2018** |
| * Prepared payroll * Filed statutory company returns * Maintained Accounts Payables and Receivables | |
| **GN Bank Limited**  Retail Banker | **April 2016 - February 2017** |
| * Started and managed 2 new bank locations. * Ensured compliance with statutory banking regulations. * Prepared daily, weekly and monthly branch reports. * Audited and posted daily mobilization. * Supervised the movement of cash (specie). * Maintained treasury book. * Planned and executed locations sales and promotions. | |
| **GN Bank Limited**  Retail Banker | **February 2014 - March 2016** |
| * Funds Transfer (Corporate and Individual) * Customer Service and Advise * Foreign Remittance Agent * Teller | |

**COMPETENCIES AND ABILITIES**

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| * Strong business awareness and an ability to identify issues arising from commercial transactions. * Good interpersonal, communication and analytical skills. * Ability to produce accurate and timely periodic reports and to maintain accurate records. * Professional knowledge and competence to conduct and supervise/review work of others and to produce reports. * Ability to develop relationships and rapport with stakeholders, clients, and operational staff. * Ability to work under pressure. * Ability to adapt to change and accept new ideas. * Proficiency in Microsoft Suite, QuickBooks, Oracle NetSuite, Tipalti and R programming software. |
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**EDUCATION**

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| * **M.Sc. Informatics – Quantitative Economics**   Emporia State University | **Emporia, USA**  2022 - Present |
| * **Master of Business Administration**   Corvinus University of Budapest | **Budapest, Hungary**  2020 - 2022 |
| * **Bachelor of Business Administration (Accounting Major)**   Valley View University | **Accra, Ghana**  2007 - 2011 |

**PROFESSIONAL DEVELOPMENT AND CERTIFICATIONS**

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| * **Data Science and Machine Learning Fundamentals**   CFA INSTITUTE | **January 2023** |
| * **Introduction to Business Intelligence**   CFA INSTITUTE | **July 2022** |

**REFEREES**

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| Available on request |