

PRINCE KWAKYE OFORI

CONTACT

36 Nortei-Ababio Street
Airport Residential Area
Accra, GHANA.

+233 541 639 477
+233 204 582 719
kwakye792@gmail.com

PERSONAL

Nationality: Ghanaian
Date of Birth: 17th March 1995
Religion: Christian
Gender: Male

LANGUAGES

- English – Fluent
- Twi – Fluent
- Ga – Intermediate

INTEREST

- Graphic Designing
- Music
- Reading
- Coding
- Singing

OBJECTIVE:

Recent university graduate with a passion for accounting, seeking a challenging role where I can leverage my academic knowledge and national service experience to contribute to an organization's financial success. Eager to apply my strong understanding of accounting standards, tax regulations, and internal controls while enhancing my skills in a dynamic and growth-oriented environment. A dedicated and detail-oriented professional committed to excellence, integrity, and continuous learning.

EDUCATION:

BACHELOR'S DEGREE

University of Professional Studies, Accra — August 2019 - August 2023

WASSCE CERTIFICATE

Commonwealth College — September 2015 - June 2018

RELEVANT COURSEWORK:

- Corporate Reporting
- Financial Management
- Taxation and Fiscal Policy
- Public Sector Accounting
- Business Analysis and Financial Policy
- Audit and Internal Review.

WORK EXPERIENCE:

NATIONAL SERVICE PERSONNEL (NOV 2023 – SEP 2024)

Ghana Revenue Authority – Records Management Center, Madina

- Managed and organized over 20,000 boxes of archival documents, improving retrieval efficiency and reducing search time for staff.
- Sorted, listed, and typed documents from various GRA offices, ensuring accurate record-keeping and streamlined document access.
- Contributed to restructuring the records center's archival system, enhancing organization and accessibility of records.
- Collaborated with the head of the center to deliver comprehensive reports on the center's activities, aiding in strategic decision-making.

CERTIFICATION AND COURSES

- Career Essentials in Business Analysis by LinkedIn Learning and Microsoft
- Introduction to Front-end development by Meta
- Programing with JavaScript by Meta
- Agile Software Development by University of Minnesota
- Figma Design Course 2023 by Udemy
- Intermediate Tally by DASA – UPSA
- Start-Right Conference for Accounting students by DASA – UPSA

SKILLS:

- Proficient in Microsoft Excel, Word, and PowerPoint.
- Strong understanding of accounting principles and business analysis.
- Detail-oriented with excellent problem-solving abilities.
- Effective written and verbal communication skills.
- Ability to work well in a team environment and collaborate effectively.

REFERENCES:

Mr. Vincent Tackey

Assistant Commissioner-Head of Records Management Department

Ghana Revenue Authority

Contact: 0208850682 / 0244213461

Email: vincent.tackey@gra.gov.gh

Mr. Sannie – Abdul Muttalib

Chief Revenue Officer, Records Management

Ghana Revenue Authority

Contact: 0208120718

Email: abdul-muttalib.sannie@gra.gov.gh

Madam Patricia Akellintisah

Revenue Officer, Records Management

Ghana Revenue Authority

Contact: 0247481732 / 0209419610

Email: patakell@gmail.com