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# EDITH ACOLATSE

C/O GATEWAY WORSHIP CENTRE

P.O.BOX 298, ASHAIMAN

Date of Birth: 26th December 1989

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Phone: 0543409821

**CAREER OBJECTIVE**

To avail my present knowledge and training as well as my practical experience acquired in pursuit for excellence in a multifunctional and challenging work environment.

**EDUCATIONAL BACKGROUND**

Oct 2011 - Oct 2014 Accra Polytechnic HND Accountancy

Oct 2005 - June 2008 OLA Girls Senior Secondary School W.A.S.S.C.E

Sept 2002- April 2005 Celestial School Complex B.E.C.E

1994 – 2002 Celestial School Complex Basic

**WORKING EXPERIENCE**

**August 2015 – Date. Ghana Olympic Committee. (Extension of service)**

* Writing of cheques and making payments.
* Passing of payment vouchers for approval and handling of petty cash.
* Writing of cheques for payments.
* Filing returns for IRS and SSNIT.
* Paying of participants, journalist and course coordinators at every course held and making them sign the appropriate document for audit purposes.
* Provide support for organization of meetings, seminars and events.
* Welcoming and receiving of visitors
* Received letters and documents on behalf of superiors.
* Drafting of letters, memos and filing documents systematically.
* Record and respond to in-coming and out-going mails and dispatches
* Performed general office work and any other duties assigned by superiors

**October 2014 – July 2015. Ghana Olympic Committee. National Service Person**

**Responsibilities:**

* Assist my immediate supervisor achieve organizational targets
* Paying of participants, journalist and course coordinators at every course held and making them sign the appropriate document for audit purposes.
* Organizing of meetings and programs for the organization.
* Welcomed and received visitors
* Received letters and documents on behalf of superiors.
* Drafting of letters, memos and filing documents systematically.
* Record and respond to in-coming and out-going mails and dispatches
* Performed general office work and any other duties assigned by superior

**June 2013-August 2013. New Crystal Health Services, Accounts Receivables**

**Responsibilities:**

* Processing of company bills and registered companies into respective books
* Writing of cheques and registering it
* Passing of payment vouchers for approval and registering it
* Worked on revenue report sheet for individual affiliate
* Worked on the statement of account for each company and updating of debtors list.
* Collating figures from itemized bills for various affiliates and filing of itemized bills into respective files.
* Performed general office work and any other duties assigned.

**June 2012- August 2012. Tema Poly clinic, Accounts Payables and Receivables**

**Responsibilities:**

* Entry of daily cash receipt into the system and balancing of cash book daily
* Issuing of receipt for cash received from various cashiers
* Processing of payment vouchers and filing it
* Updating of general ledger daily.
* Banking daily cash received.

**(November 2008 –September 2011). New Crystal Health Services, Cashier**

**Responsibilities:**

* Responsible for branch petty cash
* Receipt of cash and issuing of receipt
* Banking daily cash received
* Recording daily cash received into cash book
* Maintaining monthly, weekly and daily report of transactions
* Filing returns for reimbursement.
* Registering of new clients and filing of patient folders systematically
* Entry of petty cash disbursement into the system.
* Performed any other duty assigned.

**KEY SKILLS AND ABILITIES**

* I have good Leadership skills and organizational skills
* Good interpersonal relations and communication skills
* I am proficient in MS word, excel.
* Ability to pay attention to details and meet deadline
* Ability to take initiative
* Trainable; able to learn quickly and adapt to new changes.
* I am a team player

**REFEREES.**

Mr. Richard Akpokavie

Ghana Olympic Committee

Secretary General

Accra-Ridge

(0244265046)

Dr. Carl Engmann

New Crystal Health Services

Unit Director

Ashaiman

(0243255629)