NANA ESI YAMOAH

Weija, Accra, Ghana | +233 (0) 546302363 | almighty.ney@gmail.com

**SUMMARY**

As a seasoned professional with over four years of experience in external audit, due diligence, accounting health checks, and similar services, I have demonstrated a strong focus on results throughout my career. My expertise lies in industries such as oil & gas, financial services, real estate, construction, NGOs, insurance, pensions, investment, etc. where I have consistently delivered innovative solutions and created value for my clients through comprehensive external audits.

**CORE COMPETENCIES**

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| * External audit | * QuickBooks |
| * Verbal and writing skills | * Analytical skill |
| * Proficient in MS suite | * Business planning |
| * Tax | * Budgeting |
| * Time management | * Problem solver |

**PROFESSIONAL ACCOMPLISHMENTS**

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| * Successfully secured 8 clients out of 15 proposals sent to potential customers. |
| * Managed payroll preparation for company staff and filed Personal Income Tax (PIT) for directors and employees for three consecutive years, maintaining a penalty-free record. |
| * Conducted IFRS 9 training for a financial institution's staff, ensuring compliance with accounting standards and Bank of Ghana’s financial reporting guidelines. |
| * Provided training to junior staff, enabling them to effectively utilize QuickBooks for client bookkeeping. |
| * Successfully completed multiple audits, consistently meeting deadlines for all relevant regulatory bodies. |
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# EXPERIENCE

**UHY Voscon Chartered Accountants Airport, Accra**

*Audit and Assurance & Tax – Semi Senior Associate to Senior Associate July 2022- Date*

* Provide management over a portfolio of clients and deliver high-quality audit and assurance service, including preparing and reviewing audit plans and work.
  + Achieve team and individual audit budgets regarding timelines and resources.
  + Maintain the highest technical and professional standard requirements within the firm.
  + Addressing situations before they become crises and developing solutions to avoid recurrence.
  + Providing additional help and guidance to clients on a consultancy basis.
  + Participate in the development of ways to meet client needs, and contribute to other assurance delivery
* like due diligence, and accounting health checks.
  + Identifying ways to maximize the relationship with clients and deliver added value services.
  + Monitor and control auditing staff.
  + Coach, train and develop auditing staff to upgrade their knowledge.

**R-Alliance Consults Dansoman, Accra**

*Audit and Assurance – Audit Associate December 2020- July 2022*

* Assist in undertaking statutory audits on clients.

• Review payment vouchers and controls surrounding approval and payment of clients during audit

assignments.

• Audit of payroll, cash and bank, PPE and other statutory payments during audit assignments.

• Assist in the preparation of audited financial statements.

• Assist in the preparation of management letters.

• Preparation of financial statements from Quick-Books.

• Support in preparation of Business Plan.

• Support in registration of Business.

• Assist in the submission of operational performance and reports of clients to their regulators.

• Assist in filing of taxes and annual returns at the Office of the Registrar of Companies (ORC).

**Eros Group Company** **Tuba, Kasoa**

*Accounts officer - Part time* September 2019- August 2020

* Maintain accurate financial records
* Record day-to-day transactions

• Assist in preparing monthly, quarterly, and annual financial reports

• Manage employee expense reimbursements

• Help prepare and file tax returns such as Valued Added Tax (VAT), Pay As You Earn (PAYE), withholding tax, etc.

# EDUCATION

**Kwame Nkrumah University of Science & Technology Kumasi**

###### MBA International Business 2023-present

**Bringham Young University – Online Idaho, USA**

###### BSc. Software Development 2023-present

**Institute of Chartered Accountants Ghana Accra**

###### Professional Chartered Accountancy Certificate 2017 – 2019

# ACHIEVEMENT

* **ICAG**

Overall Best Audit and Assurance Student May 2019

* **ICAG**

Overall Best Female Student May 2019

# REFERENCE

* Daniel Adewu (Mr.)

Partner

UHY Voscon Chartered Accountants

Tel: +233 (0) 201983678

* Daniel Adjei

Managing Partner,

R-Alliance Consults

Tel: +233 (0) 244646285