

Curriculum Vitae – Prince Kobina Sakyi

Personal Details

Name	Prince Kobina Sakyi
Date of Birth	16 th September, 1997
Nationality	Ghana
Physical Address	Osuown Street, New Fadama-Accra
Personal Website	http://prince-sakyi.github.io
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Telephone	0556794517

Profile Summary

Prince Sakyi is a highly motivated, adaptable, diligent and a versatile person who possesses the drive to constantly build capacity. In the last four years, apart from obtaining his first degree, he has continuously taken online courses to broaden the scope of his knowledge. His ability to take initiative is evidenced in his personal motivation to progressively take courses to augment his university training and to enhance his career in finance. His internship experiences have exposed him to the corporate environment and equipped him with exceptional work ethics.

Objective

- * To become an expert in Financial Data Analysis and Payroll Accounting.

Education/Professional Training

Name of institution	Programme	Year
University of Cape Coast	Bachelor of Commerce (Accounting)	October, 2020
Association of Chartered Certified Accountants (ACCA)	Level 2	December, 2020
Institute of Chartered Accountants Ghana (ICAG)	Level 2	January 2021

Language Proficiency

Language	Speaking	Reading	Writing
English	Good	Good	Good
Twi	Good	Good	Fair
Hausa	Good	Fair	Fair

Work Experience

Name of organisation	Ga Central Municipal Assembly
Year	September 2020 to date
Location	Accra, Ghana
Position held	National Service Person
Key Responsibilities	<ul style="list-style-type: none">• Prepared weekly and monthly revenue returns• Reconciled Zonal account on monthly basis• Prepared yearly revenue and expenditure returns

Name of organisation	Absa Bank
Year	June 2019 -August 2019
Location	Accra, Ghana
Position held	Intern
Key Responsibilities	<ul style="list-style-type: none"> • Auditing treasury ins and outs • Auditing ATM forms • Verifying ATM reconciliations • Customer care call services • Accounts opening reconciliations

Name of organisation	Ga Central Municipal Assembly
Year	September 2018 -August 2018
Location	Accra, Ghana
Position held	Intern
Key Responsibilities	<ul style="list-style-type: none"> • Prepared weekly and monthly revenue and expenditure accounts • Assisted in the preparation of memos for zonal meetings • Reconciliation of yearly accounts

Voluntary Work

Name of organisation	Oda Senior High School
Year	January 2018
Location	Akim-Oda, Ghana
Key Responsibility	• Prepared final year students for WASSCE examination

Name of organisation	Grace Foundation International School
Year	May 2017 -August 2017
Location	Accra, Ghana
Key Responsibilities	<ul style="list-style-type: none"> • Prepared lesson notes for effective teaching as well as helped new recruits to prepare their lesson notes • Set examination questions and typed them appropriately • Conducted quizzes and debates • Trained students for inter-school competitions

Progressive Personal Development (MOOCs)

Course	Excel Skills for Business
Awarding Institution	Macquarie University
Year	March 2021
Skills Obtained	<ul style="list-style-type: none"> • Data Visualization • Pivot Chart

Course	Data Visualization with Advanced Excel
Awarding Institution	PwC
Year	January 2021
Skills Obtained	<ul style="list-style-type: none"> • Dashboard (Business) • Data Visualization

Course	Data-Driven Decision Making
Awarding Institution	PwC
Year	January 2021
Skills Obtained	<ul style="list-style-type: none"> • Data Analysis • Big Data • Data Visualization • Data Informed Decision Making

Course	The Art of Negotiation
Awarding Institution	University of California
Year	August 2020
Skills Obtained	<ul style="list-style-type: none"> • Principled Negotiation • Win-Win Game • Planning • Negotiation

Course	Problem Solving with Excel
Awarding Institution	PwC
Year	June 2019
Skills Obtained	<ul style="list-style-type: none"> • Data Analysis • Pivot Table • Data Cleansing • Microsoft Excel

Course	Introduction to Corporate Finance
Awarding Institution	Corporate Finance Institute
Year	May 2019
Skills Obtained	<ul style="list-style-type: none"> • Capital Financing • Capital Investment • Dividend policies

Course	Effective Communication
Awarding Institution	The Open University
Year	April 2020
Skills Obtained	<ul style="list-style-type: none"> • Conducting productive meetings • Writing professional reports and proposals • Effective phone calls and emails • Delivering effective presentations

Course	Excel Crash Course
Awarding Institution	Corporate Finance Institute
Year	April 2020
Skills Obtained	<ul style="list-style-type: none"> • Advanced Financial Analysis Setup

	<ul style="list-style-type: none"> • Basic Financial Analysis Setup • Excel layout
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Course	Accounting Fundamentals
Awarding Institution	Corporate Finance Institute
Year	April 2020
Skills Obtained	<ul style="list-style-type: none"> • Constructing a cash flow statement • Constructing a balance sheet • Constructing an income statement

Course	Financial, Work, Money & People Skills
Awarding Institution	Absa
Year	April 2019
Skills Obtained	<ul style="list-style-type: none"> • Money skills • People skills • Work skills • Entrepreneurial skills

Course	Reading Financial Statements
Awarding Institution	Corporate Finance Institute
Year	April 2019
Skills Obtained	<ul style="list-style-type: none"> • Understanding financial statements • Interpreting financial statement figures

Course	Microsoft Office
Awarding Institution	Alison
Year	November 2016
Skills Obtained	<ul style="list-style-type: none"> • Power Point • Access & Outlook • Word • Excel

Professional Affiliations

- * Student Member, Association of Chartered Certified Accountants
- * Student Member, Institute of Chartered Accountants

Referees

Ms. Sarah Nana Akua Asare
 Manager
 Absa Bank
 0244896564

Enock Gyan
 Senior Associate, Communications
 The Palladium Group
 0542731844