**GIFTY OPOKU**

**Address:** 101 Croydon Road, London, E13 8EP

**Phone:** +44(0)7533878498 **Email:** [opokug7@yahoo.co.uk](mailto:opokug7@yahoo.co.uk)

**EDUCATION**

**Loughborough University Sept 11 – Jun 15**

BA History and English (including modules in French) **–** expected degree class: 2.1 and above

**Brooke House Sixth Form College Sept 10 – Jun 11**

A Levels: Mathematics (B), History (B); AS Level: Further Maths (B)

**Leyton Sixth Form College Sept 08 – Jun 10**

A Levels: English (B), French (C); 12 GCSEs A\*-C grade: Mathematics (A), English (B)

**EXPERIENCE**

**Logicalis UK Limited | Finance Analyst (Industrial Placement) Jul 13 – Sept 14**

* Responsible for managing Cisco, HP and Avnet vendor accounts worth $30m, establishing good rapport with global stakeholders to ensure optimum performance
* Maintained accounting ledgers by verifying and posting account transactions and reconciling monthly vendor statements and related transactions, exhibiting business acumen
* Prepared accurate P&L account sheets to close deadlines, demonstrating analytical skills, attention to detail and time management
* Produced weekly and monthly bank reconciliation to eliminate any errors between the accounting records and the bank statements for internal and external auditors, showing transparency and discretion
* Implemented a new reconciliation process that allowed an in depth analysis of the company’s cash book balance, increasing the accuracy of cash forecasts by 20%

**Starbucks | Barista (Part Time) Jul 12 – Sept 14**

* Provided high quality service to a diverse customer base, utilising foreign language skills when required
* Understood product offerings and kept up to date with any changes to make suitable recommendations if asked
* Managed end of day payment processing and trained 8 new employees on coffee house closeout procedures

**Deloitte | Audit Assistant Jan 13**

* Assessed levels of operational risk within small to medium enterprises, ensuring procedures, policies, legislations and regulations were correctly followed and complied with
* Communicated audit findings to management and identified opportunities for improvement in the design and effectiveness of key controls

**Delaware North Companies | Retail Assistant Sept 11 – Oct 12**

* Responsible for encouraging and motivating my team to reach and exceed their individual weekly sales targets
* Handled customer orders, ensured that they were accurate and promptly passed them onto the kitchen staff

**Elexon Energy | Finance Assistant Sept 07**

* Worked overtime in order to meet the financial accounting service commitment to internal and external clients
* Assisted in the implementation and support of new reporting tool which resulted in improved financial statements

**EXTRACURRICULAR ACTIVITIES**

**Politics, History and International Relations Department Committee | Treasurer Sept 08 – Jun 10**

* Managed the committee’s financial records, increased annual revenue by 30% to £1250 through cost cutting

**Cobden Primary School | Numeracy Mentor Sept 08 – Jun 10**

* Planned and organised 50 hours of training for young people aimed at improving their numerical literacy skills

**Leyton Sixth Form College | Football Captain Sept 08 – Jun 10**

* Led a squad of 10, co-ordinated weekly training sessions, introduced new strategies which improved league position

**ADDITIONAL SKILLS**

Competent in Excel, Word and Dynamics GP software packages. Conversational and written proficiency in French.

References available on request