

EFUA MANSA AHEY

CONTACT

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SKILLS

- General & Financial Administration
- Records management
- Microsoft Office / Google Suite
- Accounting management
- Office Management
- Processing payments
- Sage ERP
- Customer Service Representative
- Ticketing Operations
- Microsoft Office
- Accounting Payables & Receivables
- Annual , Monthly & Weekly reporting
- Client Telephone Assistance

ADDITIONAL INFORMATION

References - Available Upon Request

SUMMARY

An energetic professional with exceptional ability to interact with all types of people and can easily handle large amounts of work. Committed to supporting organizational growth and ready to bring in years of experience and take on challenging new roles.

WORK HISTORY

Finance and IT Systems Manager, 12/2023 to 01/2024

Continental Treat Fine Bistro - Jasper, AB

- Improved payroll accuracy by thoroughly reviewing timesheets and addressing discrepancies.
- Conducted regular audits of payroll processes to identify areas for improvement and maintain best practices.
- Streamlined the IT payroll process for increased efficiency through implementing new software tools.
- Work on all IT POS systems through reduced system downtime with proactive monitoring, timely troubleshooting, and efficient issue resolution.
- Reduced the time spent on manual data entry tasks by automating key aspects of the payroll process.
- Played a key role in implementing a new timekeeping system that led to more accurate reporting of hours worked across departments.

Assistant Financial Controller, 08/2022 to 01/2023

CTIW Foundation - Netherlands / Ghana

- Accurately completed financial statement audits and thoroughly reviewed results.
- Followed up with delinquent accounts to obtain funds and reduce aging balances.
- Supervised accurate, efficient, and compliant completion of monthly financial reporting packages.
- Provided treasury and cash management by overseeing reconciliation of banking activity and credit card processing.
- Managed budgets, assets, portfolios, accounts payable, and receivable and general financial reporting procedures.
- Created and distributed reports on internal and external finances, audits, and budgets.
- Managed payroll data entry and processing to comply with predetermined company guidelines.
- Implemented and regularly reviewed financial controls to generate accurate and reliable financial data.

Operations Officer : Volunteer - Fundraising , 03/2021 to 12/2021

CTIW Foundation - Netherlands / Ghana

- Collaborated with producers and management to develop newscasts,

promotions and teasers to identify and target potential donors for fundraising campaigns

- Increased response to unit reports and challenged management to quickly respond to and act on reports.
- Established positive and effective communication among unit staff and organization leadership, reducing miscommunications, and missed deadlines.
- Planned and organized special events, solicited corporate sponsorships, and set up matching gift donations to reach financial targets.
- Applied excellent problem-solving, process development, and strategic implementation skills to lead and support all areas of operations.
- Optimized business processes to foster operational efficiency.

Licensed Financial Sales Consultant , 02/2015 to 09/2017

Databank Financial Services - Accra , Ghana

- Educated clients on various financial matters and provided professional recommendations on investment opportunities, products, and services based on each clients' individual needs.
- Worked with clients to support understanding of rationale and details of financial strategies.
- Helped individuals and families build and execute wealth management strategies based on unique goals and objectives.
- Assisted clients with preparing financial plans, conducting investment research, and completing trades and transactions to assess and meet financial goals.
- Met with clients to discuss assets, expenses, and long-term and short-term investment goals to devise personalized financial plans.

EDUCATION

Master of Science : Business Administration (Finance), 06/2019

Xiamen University - China

World Evaluation Services Canada (WES) Educational Credential Assessment

Canadian Equivalency Summary : Master's degree

Bachelor of Science : Business Administration, 04/2015

Knutsford University - Ghana