**Benjamin**

**Benjamin.312103@2freemail.com**

**Career Objective**

I am looking for accounting job in an industry where I can exhibit my skills to achieving the highest of productivity with efficiency and accuracy.

**Employment History**

**June 2014..Aug. 2016 Accounts Officer Vista Money Lending Services**

**Responsibilities include:**

* Preparation of Daily Report and Bank Reconciliation Statement
* Authorization of payments for Approval from the Managing Director
* Confirmation of Loan Applicant's and Prospective Guarantor’s Assets
* Recovery of Loans
* Preparation and Payment of Salaries and other Statutory Payments

**March 2012 - Feb. 2014 Accounts Officer Las Palmas Food Centre**

**Responsibilities include:**

* Preparation of weekly financial statements
* Preparation of payroll
* Stock keeping and taking
* Receiving and issuing of inventory
* Purchasing of stock from the market
* Cashier duties

**June 2010-July 2010 Attachment Fadiwaa travel & tours**

**Responsibilities include:**

* Assisted in the preparation of financial statements
* Depositing cash and cheques at the bank
* Correspondence and press cuttings
* Running errands

**Education and Qualification**

Institute of Chartered Accountants Ghana Part 1 2013

Accra Polytechnic D.B.S. Accounting Option 2010

College high school wassce (financial accounting) 2007

**Training**

CSIR Stepri Hall training on strategic thinking & management 2014

Cedi House seminar on collateral registry 2014

Accounting software tally training 2013

Food and Drugs Board workshop on food handling 2012

**Other Skills:**

* Computer skills
* Good interpersonal skills
* Driving skills

**Referees:**

Available upon request.