**Samuel**

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**PROFESSIONAL SUMMARY**

An Accounting professional who is highly equipped, through hands-on experience, with technical accounting skills and a practical understanding of how to apply accounting and business knowledge. Accuracy and precision in all tasks results in increased efficiency and successful problem resolution. An enthusiastic and motivated individual who is committed to a career in the accounting field.

**Career Objective:**

An entry level accounting position that provides the opportunity to pursue a career as a corporate accountant

**Professional Strengths:**

* Strong technical accounting skills
* Excellent research and financial analysis abilities
* In-depth management reporting
* Developing and implementing financial systems and controls
* Budgeting and forecasting
* Facilitation of internal and external auditing procedures
* Regulatory compliance
* Staff management and development

**Personal**

* Planning and organizing
* Communication skills
* Problem analysis and resolution
* Judgment
* Attention to detail
* Team player
* Persuasiveness
* Takes initiative
* Information gathering and management

**Technical Proficiencies:**

* Proficient in Excel, PowerPoint, MS Word and Tally accounting

**CAREER HISTORY**

**Mount Horeb Victorious Church Int., Tuba Branch May 2015 - Current**

**Financial Secretary**

* Receiving and recording correspondence for the church’s attention
* Filling of documents in their appropriate files under the church’s Reference book - responsible for the day-to-day administrative work of the church
* Responsible for convening management and presbytery meeting and writing minutes
* Preparation of individual account, and other account. Going to official assignment Computer Skills

**EDUCATION**

* Diploma in accounting and business Completed i.e. Part 1, Association of Chartered Certified Accountants, 2013 - Current
* WASSCE, Abetifi Technical Institute, 2007- 2011
* Certificate in MS Excel, ALISON, 2016 - 2016

**Professional Seminars & Trainings Attended**

* Employability, think ahead, ACCA, August, 2016
* The Teaching Profession and You, PNEUMA College, May 2016
* Rising through the ranks, the role of professionalism (Summit), August 2015

**BIO-DATA**

**Date of Birth:** 3rd March, 1992 **Nationality:** Ghanaian **Marital Status:** Single

**Interests:** Helping those with accounting and math’s difficulties **Languages:** English, Twi, and Kusasi