***CV***

**SUALLAH** [SUALLAH.359442@2freemail.com](mailto:SUALLAH.359442@2freemail.com)

**Career Objective**

To secure a responsible and challenging position in an office environment where my

skills can be fully utilized to the max, valued and be of benefit to the whole

organisation.

**Personal Profile**

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**Attributes and Skills**

* Date of Birth : 16th February, 1989
* Nationality : Ghanaian
* Marital Status : Married
* Languages Spoken : Hausa, Twi and English
* Excellent communication and interpersonal skills. A team player
* Computer literate: Familiar with word, excel and internet applications
* Office management and general administration
* Effective leadership and coordination skills
* Ability to work under pressure with little or no supervision.
* An effective team player, quik in learning, trustworthy and hardworking.

**Education**

**Qualification Institution**

**Diploma in Banking &Finance**  Organization of Business Professionals (UK)

(2015 – 2016)

**Certificate in Insurance & Management** Organization of Business Professionals (UK)

(2015 – 2016)

**BSc. In Administration (***Accounting Option***)** Islamic University College Ghana

(2008 – 2013)

**WASSCE Certificate (***Gen. Science Option***)** Holy Trinity Cathedral Sec. Sch (2003 – 2006)

**Work**

**Experience**

**Organisation :Controller and Accountant General Department, Aaccra (CAGD)**

**Firm’s Profile :** CAGD is a public service organisation that exist to provide public

financial management service to the government and general public

and also responsible for the payment of public sector workers salary

**Period Served :** June, 2008 to August, 2008 (Internship)

June, 2009 to September,2010 (Internship)

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June, 2009 to September, 2009 ( Internship)

**Position :** Schedule Officer

**Work**

**Experience continued…**

**Job Assigned / Responsibilities:-**

* Balacing of Payroll Vouchers before salaries are paid.
* Taking records of both New entrants and Exit of public sector workers within the country.
* Monthly distribution of public sector workers pay vouchers to banks.

**Organisation : Anwarudeen Islamic School (Accra)**

**Organisation’s Profile :** The school was built to provide weekend school in both secular and Islamic education to the citizens and Non-citizens of Ghana and not limited to muslim students alone.

**Period Served :** 2004 - 2012

**Position :** Teacher and Accountant

**Job Assigned / Responsibilities:-**

* Teaching
* Financial management
* Implementation of decisions made at all levels of the council
* Other duties as detailed by the School Director
* Collection of school fees
* Disbursement of salaries to teachers and book keeping

**Organisation : Imperial General Assurance, Ring Road - Accra**

**Firm’s Profile:** It is an insurance company which deals in general insurance like motor, general accidents, fire and allied perils, workmens compensation, bonds and guarantees,oil and gas and public liability among others.

**Period Served :** October, 2013 to date

**Position :** Senior Internal Audit Officer

**Job Assigned / Responsibilities:-**

* Sourcing for quotations and conducting market surveys for auditing/procurement.
* Inspecting, receiving and issueing of company stock into and from stores.
* Proposing practical and value added recommendations to address controls weaknesses and / or process infefficiencies.
* Organizing and referencing work papers for review by Head of Internal Audit.
* Participating in closing meetings with client at the end of fieldwork, providing clear explanations for identified issues.
* Pre-auding of bills and vourchers, Undertaking monthly complains test regarding the “No premium No cover directive”. Identifying and documenting controls and process weaknesses and providing evidential support for findings.
* Assisting the head of audit in executing operational and financial audits.
* Assisting the head of audit in conducting special investigations as requested by the MD or the board.

**Continued**

**Extra Curriculum Activities**

* Undertaking monthly compliance test regarding the “no premium, no cover directives”.
* Assisting the Head of Internal Audit in the development of the annual Internal Audit Plan
* Ensuring the safeguarding of corporate assets and the interests of Membbers by ensuring. that appropriate internal controls are in place and operating effectively.
* Assisting in the preparation of a concise and informative or educative audit report to effectively communicate the findings and recommendations to the branch/department and Senior Management.
* Collecting, coordinating and disseminating material for the quarterly Audit Committee meeting.
* **Currently, the acting head of audit and inspection (January, 2017 – date)**

Year Designation Institution

Sept. 2012 – July 2013 Chairman of the Electoral Commission (IUCG)

April 2011– Aug. 2012 Assistant Financial Secretary (IUCG)

Sept.2008 – Aug. 2010 Member, All- African Student Union Ghana (AASU)

March 2005 – May 2006 President of GMSA (HOTCASS)

Jan. 2000 –Aug. 2002 Vice- President, Science and Math’s Club (Holy Quran J.S.S)

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