Fati

[Fati.365274@2freemail.com](mailto:Fati.365274@2freemail.com)



**PROFESSIONAL PROFILE**

I have a total of 5 years working experience as an administrative assistant and assistant accountant in Ghana. And currently seeking to secure a position within the finance/ administrative department of a well-established organization where I can contribute successfully to the growth of the company.

**PROFESSIONAL EXPERIENCE**

**Ministry of land and Natural Resources – Ghana**

Federal ministry of Ghana Govt. dealing with affairs related to Natural resources and land of the country and reporting to administrative leadership of country.

**Administrative assistant: August 2013 – July 2014**

* Drafting weekly and **monthly informatics** and reporting to leadership
* Compiling and reviewing land dispute letters
* Collecting and coordinating the **flow of internal and external information** among managers and other staff within the department.
* Receiving and forwarding calls when necessary
* **Reconciling expenses** and general administrative duties

**Company: St. Monica’s high school -Ghana**

**Position: Administrative assistant**

**Duties**:

•Assist with student’s attendance by entering information into each student’s record.

•Updating students’ records by adding new students’ record as well as students who have been transferred or dropped out according to the established procedures within the school and keeping files in good order.

•Sending notifications to parents/guardians about the activities of their children.

•Ensure good lines of communication at all time by answering queries and making calls to parents.

•Keeping inventory records and also distributing supplies to offices and classrooms as needed.

•Making teachers’ roasters and students’ timetable to be distributed to various classrooms.

•Maintain confidentiality of all sensitive material and information

•Ensure the school office and reception area is welcoming, neat and tidy.

•Attending training and workshops organized by the school.

• Performing any other activities as required by the school principal.

• Printing and making photocopies of documents

**ODreams Company - Ghana**

A manufacturing company that is involved in the planting and processing of shea nut into shea butter, and distributing them across the country.

**Assistant Accountant**

* **Monitoring daily sales**, ATM and credit transactions
* **Maintaining petty cash** account for small purchases and expenses
* Checking petty cash replenishment and the attachments such as received petty cash vouchers and receipts.
* Completing **payroll** on a weekly basis and ensuring sickness records, overtime and bonus payments are correctly inputted.
* Completing **stock checks** for senior accountant in respect of movement in inventories for balance sheet.
* Receiving and verifying the accuracy of invoices and book them in **accounting systems** such as **QuickBooks** accounting
* Preparing the company fixed **assets register**.
* Processing on time supplier’s **invoices and payments**.
* Managing effectively supplier’s payments and Accounts Payable accounts.
* **Resolving accounting discrepancies** and irregularities in the accounts.

**EDUCATION AND PROFESSIONAL QUALIFICATION**

**ACCA Affiliate (Completion June 2017)**

Association of Chartered Certified Accountants (ACCA) UK

**Advanced Diploma in Accounting and Business, 2014**

Association of Chartered Certified Accountants (ACCA), UK

**BSc. Business Administration (accounting), 2013 First Class Honors**

Kwame Nkrumah University of science and technology (KNUST), Kumasi-Ghana.

**PROFESSIONAL SOFTWARE KNOWLEDGE**

* QuickBooks Accounting
* Microsoft Office (Excel, Word, PowerPoint )