

AMOFA MABEL

Email: mabelamofa7352@gmail.com

Telephone: 0540557352

PROFESSIONAL PROFILE

A motivated, adaptable and responsible graduate seeking a position which will utilize the professional and technical skills developed through past work experience. I have a methodical and customer-focused approach to work and a strong drive to see things through to completion.

PERSONAL DATA

NAME: AMOFA MABEL

Date of Birth: 9th September 1998

Nationality: Ghanaian

Sex: Female

Marital Status: Single

Address: Plot 21 Block Q Anwomaso

Email: mabelamofa7352@gmail.com

Language: English and Assante Twi

EDUCATION

JANUARY 2023 TO DATE

BSC ACCOUNTING, Kwame Nkrumah University of Science and Technology (Institute of distance learning)

September 2018 to September 2021

HND ACCOUNTING WITH COMPUTING, KUMASI TECHNICAL UNIVERSITY

PROFESSIONAL SKILLS

- Solution-focused
- Good instructional skills
- Able to work collaboratively
- Serious with time and issue prioritization
- Ability to adapt to any kind of situation or task at hand
- Can communicate on a professional and technical level
- Have excellent analytical skills

RELEVANT WORK EXPERIENCE

SEPTEMBER 2021 TO SEPTEMBER 2022

NATIONAL SERVICE PERSONNEL, KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY, COLLEGE OF HEALTH SCIENCES (ACCOUNTS OFFICE)

- Prepare monthly bank reconciliation statement
- Prepare monthly expenditure returns
- Ensure accurate and timely monthly close activities
- Assist in the presentation of all months and year end financial report
- Prepare and review account payable and account receivable for the college
- Receive bank generated revenues for the college
- Provide clerical support to finance department

MAY 2018 TO AUGUST 2018

INTERNSHIP, KOMFO ANOKYE TEACHING HOSPITAL (REVENUE OFFICE)

- Costing and assessment of in-patient discharge bill
- Verification of in-patient National Health Insurance Scheme card
- Reporting on daily cash receipts for monitoring
- Preparation of monthly returns

COMPUTER LITERACY

- MS Processor (Word, Excel, Power point)
- Internet Access (Gmail, Email and other)
- Software (Tally, Panacea, Sage)

REFEREES

DR. CHARLES NSIAH

COLLEGE OF HEALTH SCIENCES, KNUST

DEPUTY FINANCE OFFICER

0541139959

MR. EVANS OWUSU APAU

COLLEGE OF HEALTH SCIENCES, KNUST

FACULTY ACCOUNTANT

02446336328