

# FRANKLIN ACQUAH

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## SUMMARY

Dedicated, organized and methodical individual with an enquiring mind, highly developed skills in problem identification and implementation of effective solutions. Comfortable with analyzing and understanding data, excellent inter-personal communication and social skills built through extensive team working. Have a friendly, dynamic and flexible approach towards objectives and tasks.

## OBJECTIVE

To contribute immensely to the growth and development of an organization through my experience, interpersonal and critical thinking, creativity and analytical skills. Developing new systems as well as enhancing existing operations. And also find opportunities for both career and self-development while contributing to the excellence of the organization

## EDUCATION

- Bachelor of Science Accounting Fountainhead Christian College JULY 2018

## EXPERIENCE

### Teller / Cashier

GCB Bank Ltd / TPC Hospital Collection Agency, Tema Community 2 Branch,  
SEPTEMBER 2018 to SEPTEMBER 2019

Responsibilities (e.g., Accounts opening, Teller, Customer Service Relations Officer/ Enquiry Desk & Records management)

- Opening of both savings and corporate accounts and submitting of Accounts opening forms for verification and authorizing.
  - Assisting customers in filling deposit/ withdrawal slip, accounts opening forms, vetting and ensuring that the necessary documents are attached before opening of accounts.
  - Checking of Account Balances for Customers as per requested
  - Receiving and processing of Cheque deposit (Special Clearing).
  - Requesting and processing of customer cheque books and filing as well.
  - Issuing of Counter Cheques to customers, debit and credit the corresponding accounts.
- TELLER / CASHIER AT GCB BANK LTD / HOSPITAL COLLECTION AGENCY.  
Tema Polyclinic Community 2
    - Billing and receiving of Patient/ Customers payment of hospital bills
    - Ensuring that equipment (Computers, printers) are in good shape and working properly

## **Accounts / Finance Assistant (Treasury Dept.)**

Conserveria Distribution Ghana Ltd. A GBfoods Africa Subsidiary, Accra

NOVEMBER 2016 to AUGUST 2018

Handled multifaceted Responsibilities (e.g., Data entry, Account receivables and payables, Foreign/Int. Trade Bills Payment, Statutory Dues)

- Managing banking relationship and correspondence: -
  - ✚ Bank Statement requisition
  - ✚ Confirmation of cheques & communicating with banks on matters relating to our accounts.
  - ✚ Maintaining Bank correspondence letters, signatory details & account details file.
  - ✚ Preparing letters for banking transactions.
- Clearing Agent Bills and Custom Duty Payment: -
  - ✚ Vetting & ensuring all import documents (CEPS, IDF & CCVR) are ready for Bank transfer/Submission.
  - ✚ Preparing, updating and sending report of both clearing agent and custom duty payment file report.
  - ✚ Confirmation of Custom duty cheques for payment at GPHA long room.
- Foreign / Int. Trade Bills Payment Collection: -
  - ✚ Receiving, maintaining & updating of trade bills file to ensure information is complete and accurate.
  - ✚ Updating and Submission of Bills of Exchange (BOE's), Import documents (B/L, Invoice and Parking list) from various Banks.
  - ✚ Preparing letters for bill payment with supporting documents attached
  - ✚ Preparation of Clearing Document Submission Letters and attaching correspondent documents for submission.
  - ✚ Reconciling Bills file, suppliers bills outstanding and bank's outstanding documents.
- Account Payables: - Assisting in Cheque / Cash payments to local suppliers
  - ✚ Passing of Tally Vouchers and cheques of related payment to local suppliers & ensuring that Cheques are checked & vetted for signatory.
  - ✚ Receiving of invoices and checking for accuracy and supporting documents.
  - ✚ Ensuring that all Cheques / Cash payment vouchers are signed by required authorized signatories & sending cheque confirmations to various banks.
  - ✚ Maintaining, updating and sending daily Bank / Cash payment reports 30 minutes to business day closing.
  - ✚ Petty cash handling, payment of cheque / cash to local suppliers
- Statutory Dues Payment / Tax liabilities (WHT, VAT returns, P.A.Y.E, SSNIT, C.I.T)
  - ✚ Preparation & filing of statutory payment / tax liabilities such as Vat Returns, Company Income Tax, Withholding Tax, P.A.Y.E, SSNIT - tier 1 and 2, Provident fund as well as submitting/distributing withholding tax certificate to various customers.
  - ✚ Maintaining of Statutory / tax liability report and updating them monthly.

## **Accounts / Finance Clerk**

Primex Ghana Ltd, Tema Heavy Ind. Area,

FEBRUARY 2010 to NOVEMBER 2016.

Handled multifaceted clerical tasks (e.g., Data entry, Records management and filing, depositing, Foreign/ International Bills Trading)

Highlights:

- Receiving & entering BOE's, swift advice Information into Bills file from various banks.
- Preparing and submitting clearing documents (CEPS, IDF and CCVR), Bills/FCA Funds transfer letters to various banks.
- Filing & keeping of Records of All transactions, updating and submitting Vat input file before 5th of following month, printing of sales invoice for auditing.
- Preparing and coordinating deposit activities. (Statutory cheques, customer cheques & Transfer

- cheques)
- Filing of Service Tax, Vat Returns, P.A.Y.E, Company Income Tax as well as submitting/distributing withholding tax certificate to various customers.

## ADDITIONAL SKILLS

- Microsoft Office (Excel ,Word and PowerPoint)
- Tally ERP
- Watanmal Management System (WMS/WIMS)

## TRAINING

- Microsoft Excel Advanced Essentials, KNOWLEDGE TREE TECHNOLOGIES, NOVEMBER 2017 to NOVEMBER 2017.

## AWARDS

- MOST IMPROVED TAX PAYER, 2017 CUSTOMS DIVISION, Conserveria Dist. Ghana Ltd, FEBRUARY 2018 to FEBRUARY 2018 - Appreciation for contribiting and effiecient work done in helping the company to be awarded with the "MOST IMPROVED TAX PAYER, 2017, CUSTOMS DIVISION".
- Employee Quarterly Award, Primex Ghana Ltd, APRIL 2016 to JUNE 2016.
- Employee Quarterly Award, Primex Ghana Ltd, Tema Heavy Industrial Area. JUNE 2015 to AUGUST 2015.

## REFERENCES

Mrs. Nelly Atiegah  
Manager, GCB Bank Ltd, Community 2 Branch,  
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General Accounting & Tax Accountant, Conserveria Dist.  
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