

ANTHONY DANYAME ABUAH

Professional summary

Results-driven analytical thinker with a keen eye for detail. Exceptionally talented in creating robust internal controls, guidelines, and procedures to support accounting functions, including budget administration. Prepared to bring talent, knowledge and leadership to growing organization in developing successful high-performing, competent accounting teams. Endowed with entrepreneurial exposure, I believe that I can positively influence my generation to achieve greater heights

Work history

DAM ICE VENTURES - FINANCE OFFICER

Takoradi, Ghana

09/2020 - Current

- Oversee daily financial functions, including accounting and financial reporting.
- Collaborate with team for preparation of budgets, financial reporting and analysis.
- Prepare balance sheets.
- Manage accurate financial records, receipts and statements.
- Reconcile daily and monthly transactions.

PKOM LIMITED - CO-FOUNDER & TECHNICAL OFFICER

Takoradi, Ghana

08/2020 - Current

- Review and analyzed data to make proactive adjustments to policies and procedures.
- Direct livestock business plan operations for company.
- Handle project and business research independently and accurately.

MINISTRY OF FOOD AND AGRICULTURE - ASSISTANT EVALUATION OFFICER (NATIONAL SERVICE)

Sekondi, Ghana

11/2019 - 07/2020

- Managed the smooth operation of data organization and management.
- Supported in improving operations and resolving issues
- Oversaw daily operations and documented reports
- Registered farmers after assessment and background research

abuahdanyameanthony@gmail.com

+233500912348

P.T 98, West Fijai, Takoradi, Ghana

- LinkedIn - Anthony Abuah

Skills

- Proficiency in Spreadsheet
- Excellent communication skills
- Team Leadership
- Customer Service
- Problem Solving
- Business Planning skills
- Budget administration
- Internal control management
- Accounting management
- Strategic planning
- Fluency in English and fante
- Intermediate language skills in French

Education

06/2019

UNIVERSITY OF MINES AND TECHNOLOGY

Tarkwa

BSC: COMPUTER SCIENCE AND ENGINEERING

- Graduated top 25% of class with 2nd class upper honors.
- Member of Chamber of Mines Hall Vetting Committee

**GOLD FIELDS LIMITED GHANA - ASSISTANT TECHNICIAN
(INTERN)**

Tarkwa, Ghana

06/2017 - 08/2017

- Routine inspection of Company facilities including generator, electrical equipment and radio repeaters.
- Responsible for Domestic and office wiring, repair of duplex repeater controller and installation of electrical appliances.

DAM ICE VENTURES - SALES OFFICER

Takoradi, Ghana

11/2014 - 08/2015

- Acted as a key client contact to resolve queries, distribute and sell products.
- Carefully managed a documentation process for a growing client base and debtors in line with Company's compliance regulations.
- Daily accounting of purchase orders made by employees for customers ensuring accurate and timely completion of relevant administration.
- Updated monthly sales report.
- Handled day-to-day customer service by receiving and making calls to ensure that purchase orders are successfully received.

ADDITIONAL ACTIVITIES

- Video Gaming
- Chess
- Football

REFERENCE

- Mr. Ebow Dublin,
Monitoring and Evaluation Officer,
Ministry of Food and Agriculture, Sekondi.
+233208225214

09/2011

MFANTSIPIM SCHOOL

Cape Coast

WEST AFRICA CERTIFICATE

EXAMINATION, MFANTSIPIM

SCHOOL: Senior High School

Education

Course Offered: General Science

