



# Kwaku Opoku Agyeman

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## ABOUT ME

Experienced finance and accounting professional with a robust background in managing budgets, payroll, invoicing, internal controls, and financial reporting. Proven ability to undertake business research and also ensure compliance with regulatory standards while meeting budgetary goals. Adept at leading teams, optimizing processes, and enhancing operational efficiency. Seeking opportunities to contribute financial expertise to organizational growth.

## WORK EXPERIENCE

01/10/2023 – CURRENT Accra, Ghana

**ACTING DISTRICT MANAGER PBC LTD**

### Analyze Local Market Trends

- **Focus:** Study current and emerging market trends to identify opportunities for growth and areas to capitalize on.

### Discover Sales & Expansion Potential

- **Focus:** Uncover new customer bases, product extensions, or regional growth possibilities to drive revenue and scale the business.

### Build Forecasts & Strategic Plans

- **Focus:** Create data-driven financial projections and develop actionable business plans to guide future direction and resource allocation.

### Achieve Performance Metrics & Targets

- **Focus:** Set measurable goals for key business areas such as sales, revenue, and efficiency, and ensure they are consistently met or exceeded.

### Oversee Operations & Processes

- **Focus:** Manage and optimize all critical business functions—distribution, customer service, HR, marketing, and sales—to support overall performance.

### Cultivate Team Excellence

- **Focus:** Empower staff by providing training, mentorship, and incentives to foster development and maintain high engagement and productivity.

### Drive Continuous Improvement

- **Focus:** Identify inefficiencies or gaps in operations and implement solutions that enhance performance, reduce costs, and maximize value.

### Implement Corrective Strategies

- **Focus:** When challenges arise, develop and apply effective corrective measures to steer the business back on track and drive results.

### Facilitate Cross-Branch Collaboration

- **Focus:** Share valuable insights and best practices with other branches and headquarters to promote collective success.

### Manage Budget & Resources Wisely

- **Focus:** Ensure optimal use of budget and other resources, aligning them with business priorities to maximize profitability and operational efficiency.

### Resolve Issues Promptly

- **Focus:** Act swiftly to address concerns, ensuring high levels of customer and employee satisfaction while maintaining a positive business environment.

### Uphold Ethics & Legal Standards

- **Focus:** Maintain a commitment to ethical conduct and strict compliance with all applicable laws and regulations in daily operations.

## Report on Market & Business Performance

- **Focus:** Compile comprehensive reports that track market penetration, performance metrics, and growth opportunities to inform leadership and stakeholders.

01/10/2018 – CURRENT Accra, Ghana

### ACCOUNTING OFFICER PBC LTD (ASANKRAGUA DISTRICT)

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#### Responsibilities:

##### Cash and Financial Management

- Oversee cash transactions, prepare cash returns, and advise management on daily cash positions. Review bank statements, prepare reconciliation reports, handle journal entries and prepare monthly trial balances for accurate financial reporting.

##### Reporting and Budgeting

- Develop annual budgets, performance reports, and monitor expenditure and profits. Ensure accurate financial documentation and provide management with insights.

##### Payroll and Compensation

- Manage payroll data, ensuring accuracy in salaries, wages, and benefits. Handle staff payments and maintain payroll records.

##### Stores and Inventory Control

- Manage store inventories, maintain accurate records, prepare stock returns, and coordinate stock-taking activities.

##### Custodian Duties

- Safeguard important financial documents, cheque books, and safe keys.

##### Risk Management and System Evaluation

- Assess internal systems and procedures, providing recommendations to optimize efficiency and mitigate risks.

01/05/2017 – 31/08/2018 Accra, Ghana

### BUSINESS DEVELOPMENT OFFICER PBC LTD

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#### Business Development Officer (PBC LTD/TOUTON CORIP PROGRAMME, May 2017 – September 2018)

##### Responsibilities:

**Business Development:** Identified and pursued opportunities to grow the RSC's operations and market presence.

**Marketing Strategy Implementation:** Developed and executed targeted marketing initiatives to drive increased sales of Agro inputs.

**Financial Reporting:** Compiled and submitted detailed weekly and monthly financial reports to track performance.

**Sales Oversight:** Managed and ensured the smooth and efficient sale of Agro inputs at the RSC.

**Asset Security:** Ensured the secure storage and management of all RSC assets and important documents.

**Inventory Management:** Monitored stock levels and made timely requisitions for Agro inputs to maintain inventory.

**Cash Handling:** Ensured proper and timely cash deposits at the bank, maintaining financial integrity.

01/06/2015 – 30/06/2016 Accra, Ghana

### KYC ENABLEMENT SUPPORT STAFF NOSWALL MANAGEMENT SERVICES & STANBIC BANK GHANA

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#### KYC Enablement Support Officer (STANBIC BANK-NOSWALL MGT SERVICES, June 2015 – June 2016).

##### Responsibilities:

**Conducted Due Diligence:** Collected, reviewed, and verified KYC documentation for new clients, performing analytical risk assessments.

**Research and Documentation:** Thoroughly documented financial activity and client-related information for review by management, regulators, and compliance teams.

**Client Evaluations:** Periodically reassessed existing clients based on internal policies, ensuring compliance with due diligence standards.

**KYC Record Reviews:** Regularly reviewed KYC records for accuracy and completeness, ensuring adherence to Bank of Ghana (BOG) standards.

**High-Risk Client Investigation:** Investigated and reported on high-risk clients, including Politically Exposed Persons (PEPs), ensuring all necessary documentation was collected.

**Account Management:** Processed client account openings/closures and maintained updated records in the KYC/Stanbic Bank database.

**Client File Maintenance:** Maintained continuous communication with clients to ensure their files were current and accurately reflected their activities.

**Suspicious Activity Monitoring:** Monitored and further investigated clients' activities for unusual transactions, escalating issues to the KYC/AML compliance officer when necessary.

**Regulatory Knowledge:** Maintained a strong understanding of BOG due diligence regulations and policies, applying this knowledge to KYC processes and special projects

01/08/2011 – 31/08/2012 Kumasi, Ghana

**NATIONAL SERVICE PERSONEL PBC LTD**

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**Responsibilities:**

**Branch Accounts Preparation:** Compiled and prepared accurate financial statements and reports for the branch, ensuring compliance with company policies and regulations.

**Bookkeeping:** Maintained comprehensive and up-to-date financial records, including managing ledgers, tracking transactions, and ensuring accurate entries in accounting systems.

**Accounting Returns:** Prepared and submitted periodic accounting returns and financial reports to management, ensuring all regulatory requirements were met.

**Expense and Revenue Tracking:** Monitored branch expenses and revenues, ensuring accurate financial performance tracking and helping identify areas for cost optimization.

**Reconciliation:** Performed regular reconciliations of bank statements and branch financial records to ensure accuracy and resolve discrepancies.

**Financial Auditing Support:** Assisted in internal and external audits by providing detailed financial documentation and support as needed.

01/05/2010 – 31/12/2011 Kumasi, Ghana

**PRESIDENT (EXTRA-CURRICULUM ACTIVITY) GARDEN CITY UNIVERSITY COLLEGE ASSOCIATION OF BUSINESS STUDENTS (GABS)**

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**Responsibilities:**

**Constitution Administration:** Administered, enforced, and ensured compliance with the Student Council Constitution.

**Meeting Participation:** Attended all official meetings and events, representing the interests of the student body.

**Meeting Leadership:** Presided over all Student Council meetings, guiding discussions and maintaining order.

**Agenda Preparation:** Assisted in scheduling meetings, preparing agendas, and documenting minutes for accurate records.

**Meeting Oversight:** Facilitated meetings, ensuring procedures were followed and discussions were productive.

**Semester Program Planning:** Developed a comprehensive program agenda at the start of each semester, outlining key events, campus issues, and community service initiatives.

**Student Engagement:** Motivated and encouraged student participation in cultural activities and events.

**Official Representation:** Served as the official spokesperson for GABS, communicating the Council's goals and initiatives to the wider community.

01/05/2009 – 09/2009 Kumasi, Ghana

**INTERNSHIP ADANSI**

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**Internship: Adansi Rural Bank, Kaase Branch, Kumasi (May 2009-September 2009) Responsibilities:**

**Customer Inquiries Management:** Handled incoming inquiries from customers, providing prompt and accurate information.

**Account Opening:** Assisted customers in opening new accounts, ensuring a smooth onboarding process.

**Complaint Resolution:** Addressed customer complaints both in-person and over the phone, resolving issues efficiently to enhance customer satisfaction.

**Loan Assistance:** Helped customers navigate the loan application process, providing guidance and support to ensure their needs were met.

**Data Collection:** Collected relevant data to support various business functions and customer needs.

**Financial Analysis:** Conducted financial analysis to evaluate customer accounts, loan applications, and overall financial health.

**Data Modeling:** Developed data models to analyze trends and make informed business decisions.

**Industry Research:** Performed research on industry trends and market conditions to provide insights and support strategic planning.

**Documentation:** Maintained accurate documentation of customer interactions, financial transactions, and analysis results for future reference.

## ● EDUCATION AND TRAINING

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01/01/2014 – 15/11/2017 Kumasi

**MASTER OF SCIENCE INDUSTRIAL FINANCE AND INVESTMENT.** Kwame Nkrumah University of Science and Technology

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Website <https://knust.edu.gh>

01/09/2007 – 15/12/2011 Kumasi, Ghana

**BACHELOR OF SCIENCE ACCOUNTING WITH COMPUTING** Garden City University College

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Address P.O. Box KS 12775, 00233, Kumasi, Ghana | Website [www.gcuc.edu.gh](http://www.gcuc.edu.gh)

01/04/2018 – CURRENT Accra, Ghana

**PROFESSIONAL CERTIFICATION (ICAGH PARTLY QUALIFIED)** Institute of Chartered Accountants Ghana

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Website <https://icagh.org>

## ● LANGUAGE SKILLS

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Mother tongue(s): **ENGLISH**

## ● COMMUNICATION AND INTERPERSONAL SKILLS

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### Communication and Interpersonal Skills

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- **Eloquent Speaker:** Communicates ideas clearly and persuasively, engaging audiences effectively.
- **Experimental Curiosity:** Possesses a strong desire to explore new ideas and methodologies, fostering innovation.
- **Team Player:** Collaborates well with others, contributing positively to team dynamics and goals.
- **Problem Solver:** Analyzes challenges and develops effective solutions, demonstrating critical thinking skills.
- **Emotionally Intelligent:** Understands and manages emotions, both personally and in others, facilitating better interactions.
- **Patient and Empathetic:** Listens actively and responds thoughtfully, showing compassion towards others' experiences.
- **Confident:** Exhibits self-assurance in abilities and decisions, inspiring trust in others.
- **Good Decision Maker:** Evaluates options carefully and makes informed choices that align with objectives.
- **Good Arbitrator:** Mediates disputes effectively, promoting fair resolutions and understanding between parties.
- **Initiative:** Proactively takes action and seeks opportunities for improvement and growth.

## ● SKILLS

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### Key Skills and Knowledge

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- **Financial Management:** Budgeting, payroll management, financial reporting, and accounting functions.
- **Audit & Compliance:** Ensuring adherence to financial standards, internal controls, and legal regulations.
- **Data Analysis:** Financial statement analysis, cost management, and performance evaluation.
- **ERP Systems:** Proficient in Enterprise Resource Planning software for financial operations.
- **Leadership & Development:** Strong team management, coaching, and motivational skills.
- **Digital Skills:** Proficient in Microsoft Office, Google Drive, Outlook, Zoom, and Skype.

## ● TRAININGS ACQUIRED

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### Trainings Acquired

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- **Research Methodology in Business.**

Garden City University College, 2010.

Kwame Nkrumah University of Science and Technology, 2015.

- **Enterprise Resource Planning (Quick Books & Sage).**

Garden City University College, 2010.

## ● PROJECTS

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### Thesis and Project work

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**"An Enquiry into the Linkage Between Corporate Governance and Financial Performance: A Case Study of Listed Companies in Ghana."** This research, published on academia.edu and in the KNUST Thesis Repository, investigates the relationship between corporate governance practices and financial performance among Ghanaian listed companies.

**"Internal Controls as a Means of Assessing Financial Management: A Case Study of Suntreso Hospital."** This unpublished project, available in the GCUC Project Repository, explores the effectiveness of internal controls in evaluating financial management practices at Suntreso Hospital.

## ● RECOMMENDATIONS

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**Dr. Felix Obeng Boateng** Deputy Finance Officer/ Part-Time Lecturer, KNUST.

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Dr. Felix Obeng Boateng is the deputy finance officer and a part-time lecturer at the Institute of Distance Learning, Kwame Nkrumah University of Science and Technology (KNUST). He combines practical financial management skills with academic rigor, significantly contributing to the university and the financial community. As my thesis supervisor, he provided exceptional guidance, enhancing my understanding of complex financial concepts and business research methodologies. His research interests include Ethics and Corporate Governance, Financial Reporting Analysis, and Financial Management, focusing on ethical decision-making and corporate governance's role in organizational success. Dr. Boateng is actively involved in research, contributing to publications and conferences on ethical finance, establishing himself as a respected figure in academia and a valuable resource for students and professionals.

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**Richmond Owusu Manu** Lecturer & Outreach Coordinator

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Mr. Richmond is a respected lecturer and Outreach Coordinator in the business department at Garden City University College (GCUC). He significantly impacts student learning by teaching key subjects such as Corporate Reporting, Advanced Accounting, Taxation, and Investment, combining theoretical knowledge with practical applications. His interactive teaching style encourages student participation and real-world application of concepts. In his role as Outreach Coordinator, he enhances community engagement and builds relationships between the university and the business sector, reflecting his commitment to preparing students for successful careers. Overall, his expertise and passion for teaching contribute to developing well-rounded graduates ready to excel in the business landscape.

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**Samuel Amissah** Formal Project Manager Sustainability Unit PBC Ltd. Current CEO of Greenfield Agricultural Services

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Mr. Samuel Amissah is an accomplished manager with extensive project management experience, having successfully led multiple initiatives at Snipa Aba Microfinance and PBC Ltd. Currently, he is the CEO of Greenfield Agricultural Services, a company he founded to enhance agricultural practices and contribute to food security. Under his leadership, the company has developed innovative solutions for farmers with respect to Agro-input sourcing,

promoting sustainable practices and increasing productivity. Mr. Amissah's managerial skills and hands-on approach enable him to effectively oversee operations, manage resources, and foster strong stakeholder relationships, positioning him as a key player in the agricultural industry and driving positive change within his organization.

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