

Marcus Kufoalor



Nationality: Ghanaian
Sex: Male
Marital Status: Married
Address: c/o Nelson Venyah
P. O. Box CT 2116
Cantonments, Accra.

Telephone: +233502733349/+233244534482
Email: vukor@ymail.com
Skype: vukorr

Objectives: To put my wealth of experience in Accounting and Finance at the disposal of my employers. Also to vigorously pursue growth policies to maximize shareholders wealth.

EDUCATIONAL BACKGROUND

Salem Pastoral College, Advance Diploma in Practical Ministry – 2017
Salem Pastoral College, Diploma in Applied Theology – 2017
Jericho Bible College, Certificate in Theology - 2016
Msc. International Accounting and Finance – Class - 2015
Bsc. (Hons) Business Administration Degree (Accounting & Finance) Class – 2010
General Certificate of Education “A” (Private Candidate) - 1991
General Certificate of Education “O” (Private Candidate) - 1987
Volo Local Authority Middle School, 1976 – 1979
Volo E. P. Primary School, 1970 - 1975

SHORT COURSES

SUN ACCOUNTS – FIXED ASSEST REGISTER	2000
SUN ACCOUNTS – PURCHASE ORDER SYSTEM	1999
SUN ACCOUNTS – LEDGER ACCOUNTING	1998

EMPLOYMENT

POSITION HELD

❖ Finance Manager – Solidaridad	2012 - 2015
❖ Finance Manager – Yutees Services Ltd	2010 – 2012
❖ Accounts Officer - Healthilife Beverages	2007 – 2008
❖ Accountant – Ghana Rubber Products Ltd	2004 – 2006
❖ Site Accountant – BCM International Mali	2000 – 2000
❖ Accounts Officer – BCM Ghana Ltd	1994 – 2000

DUTIES**FINANCE MANAGER (2012 – 2015) SOLIDARIDAD WEST AFRICA**

- ❖ Responsible for effective coordination with colleagues of the Finance Department
- ❖ Responsible for Banking matters and all Bank account operations
- ❖ Responsible for the preparation of Final Accounts
- ❖ Facilitates Operational Fund transfers to Projects
- ❖ Oversee and review all financial reports for bi-lateral Projects
- ❖ Review all Bank Reconciliation statements prepared by subordinates
- ❖ Check all daily vouchers raised and coding of vouchers
- ❖ Check all journal vouchers
- ❖ Check and ensure all Cash reconciliations and Cash status statements
- ❖ Review monthly remuneration sheet (Payroll)

FINANCE MANAGER (2010 – 2012) YUTEES SERVICES LTD

- ❖ Maintained Financial and Accounting records
- ❖ Maintained and controlled the day to day financial activities of the company
- ❖ Maintained good relation with the Banks, Auditors, Tax Authorities
- ❖ Maintained prompt payment of monthly Wages and Salaries for over 2,500 Guards
- ❖ Ensured effective and efficient management and collection of service charges
- ❖ Handled monthly debtors report
- ❖ Ensured prompt payment to suppliers
- ❖ Preparation of Financial Statements
- ❖ Undertake other duties assigned by the Managing Director

ACCOUNTS OFFICER (2007 – 2008) HEALTHILIFE BEVERAGES

- ❖ Managed Accounts Receivables and Payables
- ❖ Handled VAT/NHIL Returns
- ❖ Handled Bank Reconciliation Statements
- ❖ Operate Imprest and maintain orderly accounts
- ❖ Handled Contract staff Wages
- ❖ Handled general Administrative duties

ACCOUNTANT (2004 - 2006) GHANA RUBBER PRODUCTS LTD

- ❖ Handled prompt payment of Statutory Taxes
- ❖ Handled Bank Reconciliation Statements
- ❖ Handled prompt payment of Wages and Salaries
- ❖ Coding and posting of Ledger entries

- ❖ Prepare and post Salary Journal
- ❖ Make payment to Suppliers
- ❖ Personnel and Administrative duties

SITE ACCOUNTANT (NOV. – DEC. 2000) BCM INT'L - MALI

- ❖ Bank Reconciliation statements
- ❖ Make payment to suppliers
- ❖ Operate imprest and maintain orderly accounts
- ❖ Coding and posting of payment vouchers
- ❖ Coding and posting of Petty Cash vouchers
- ❖ Other Administrative duties

ACCOUNTS OFFICER (1994 – 2000) BCM GHANA LTD

- ❖ Bank reconciliation Statements
- ❖ Operate Dollar Petty Cash Imprest
- ❖ Reconciliation of Sites Petty Cash
- ❖ Staff Debtors Reconciliation
- ❖ Creditors Reconciliation
- ❖ Supervise Payroll entries
- ❖ Coding Invoices and Petty Cash vouchers

COMPUTER LITERACY

- ❖ SUN Accounting
- ❖ TALLY ERP 9 – Accounting and Payroll
- ❖ DATA EASE – Payroll
- ❖ PERSOL Payroll
- ❖ Microsoft Suite

SKILLS AND TALENTS

- ❖ Able to work under pressure
- ❖ Time conscious
- ❖ Quick learner
- ❖ Good Communicator

REFEREES

Available upon request.

