**RAPHAEL AMPONSAH**

**C/O MR. GYAN EMMANUEL**

**ST JAMES SEMINARY & HIGH SCHOOL**

**P.O. BOX 954, SUNYANI- ABESIM (B/A)**

[**TEL:0244476224/0200811542**](TEL:0244476224/0200811542)

**EMAIL:** [**raphaelamponsah7@gmail.com**](mailto:raphaelamponsah7@gmail.com)

**PERSONAL QUALITIES**

* Passionate
* Dedication
* Ability to work with little or no supervision.
* Determination
* Integrity
* Reliability
* Positive Attitude towards work.
* Professionalism

PERSONAL INFORMATIO N

**DATE OF BIRTH**: 18TH FEBRUARY, 1989

**GENDER**: MALE

**NATIONALITY**: GHANAIAN

**LANGUAGES SPOKEN**: ENGLISH AND TWI,

**CAREER OBJECTIVE AND PROFILE**

**PROFILE**

* I am an organized, passionate, motivated and resourceful person, seeking for a responsible job with an opportunity for professional challenge, help solve problems in an effective/ creative manner in a challenging possible way in achieving the company’s goals, also willing to learn new ideas and share them, able to work under little or no supervision, success-driven with good interpersonal relation and above all, a good team player.

**EDUCATIONAL BACKGROUND**

**FROM – TO NAME OF COURSE NAME OF SCHOOL**

2012 – 2016 Bed. Social Sciences (Econs & Maths ) University of Cape Coast

Qualification Bachelor’s Degree (Second Class Lower)

**FROM – TO NAME OF COURSE NAME OF SCHOOL**

2007-2011 General Arts 1 St. James Sem. & High School

Qualification WASSCE

**FROM – TO NAME OF COURSE NAME OF SCHOOL**

1999 – 2007 G.E.S Curricular Peace International School, Berekum

Qualification BECE

**SEMINARS/WORKSHOPS/TRAININGS**

* Career Life Seminar
* Internet and Networking Seminar
* Bulk Sms training
* ACCA- Leadership training.

**WORKING EXPERIENCES**

**FROM – TO JOB POSITION COMPANY NAME**

FEB 2019 - DATE ACCOUNT OFFICER/WAREHOUSE MGR WESTERN FRESH BOTTLING CO. LTD.

* Making journal entries for all receipts, payments, and other financial transactions.
* Issuing invoices for money that is owed to the organization.
* Supervisory Role
* Receives and issues raw materials for production and finished products for sale
* Monitoring Security procedures and protocols
* Controls inventory levels and reconciling with data storage system
* Maintain warehouse staff job results, monitoring and appraising job results
* Prepare weekly, monthly and annual stock report and budget
* Contributes to team effort by accomplishing related results as needed

**FROM – TO JOB POSITION COMPANY NAME**

MAY 2018- JAN 2019 ACCOUNTS DEPARTMENT MAPS GROUP SERVICES

* Making journal entries for all receipts, payments, and other financial transactions.
* Filing source documents for all journal entries recorded.
* Posting journal entries to ledger accounts.
* Preparing trial balances.
* Performing bank reconciliations.
* Preparing cash flow statements.
* Preparing financial reports.
* Depositing money received by the organization.
* Issuing invoices for money that is owed to the organization.
* Paying accounts on behalf of the organization.
* Performing payroll administration duties.
* Filing tax returns.
* Performing other duties as required.

**FROM – TO JOB POSITION COMPANY NAME**

SEP 2017 – MAR 2018 OPERATIONS DEPARTMENT ANADOC MICRO FINANCE

* Assisted in credit administrations and operations.
* Open accounts and customer service.
* Receive deposits.
* Book keeping of cash analysis book.

**FROM – TO JOB POSITION COMPANY NAME**

SEP 2016 – AUG 2017 NATIONAL SERVICE FANYINAMA L/A SCH - KINTAMPO

* Teaching (Mathematics)
* Prepared lesson note and terminal reports
* Facilitate classroom procedures.
* Set culture standards for learning.
* Inculcate discipline in students.
* Enforce classroom discipline.
* Monitor students’ progress in the subject.
* Monitor overall academic development.
* Design student assessment systems and methodologies

**OFFICES HELD**

* ST. Thomas Aquinas House Prefect, St. James Senior High School (2009 - 2011)
* Organizing Team (Member) – University of Cape Coast- Crist Apostolic Students and Associates (2013 - 2014).
* Assistant Technical Director: University of Cape Coast – Christ Apostolic Students and Associates (2014 - 20150.
* Main Technical Director: University of Cape Coast – Christ Apostolic Students and Associates (2015 - 2016).

**COMPETENCE AND SKILLS**

* Good computer skills – proficient in MS Windows, Word, Excel PowerPoint, Access and internet orientation.
* Ability to work with Tuwa banking software, quick book accounting software, and tally accounting software.
* Good presentation skills, interpersonal relation, communication skills.
* Good customer relation and interpersonal relation skill.
* Excellent at Data Gathering and Accuracy in data entry.

**PERSONAL INTEREST**

* Leading Team Work/ Association Activities
* Reading and Navigating the internet
* Making Research to build new ideas
* Singing and Listening to Music at leisure time

**REFEREES**

* Mr. Derrick K. Ocansey– Western Fresh Bottling Company (0555486595)
* Mad. Rosemond Agyapong – C.E.O Anadoc Microfinance (0271357067)
* Mr. Gyan Emmanuel St. James Sem. & Senior High School (0205748041)
* Miss Adriana Abraham- Branch Manager GN Bank Old Ningo (0554076858)