

JOYCE AFOLABI

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WORK EXPERIENCE

AIMS ASSOCIATES

Accra - Ghana

Accountant

2018-2023

- Prepare financial statements, bank reconciliation, analyze complex financial records & variance.
- Responsible for setting strategic goals & objectives, assist with financial and tax audit, driving business growth, financial analysis. Perform board /company secretary role in accordance with Act 992.

Paloma Hotel (Spintex Branch)

Accra - Ghana

Accounts / Finance Manager

2012-2018

- Evaluated records from revenue generating centers and investigate shortfalls for appropriate redress, responsible for setting financial goals, manage cash flows, prepared financial statements and all accounting related duties.
- Setup techniques to reduce bad debts, secure daily updates on debtors from all revenue generating centers and assessed same to ensure detailed information's are available on each debtor and internal control.

SKEW GLOBAL

Accra - Ghana

Accountant

2011-2012

- Prepared financial statements, budget, payroll, bank reconciliation, reviewed of transactions, documents, records, and all other related accounting duties. Treasury management and tax negotiation & planning.

THE CAPITAL GROUP LTD

Accra - Ghana

Accounts Manager / Accounts Officer

2007-2011

- Promoted as Accounts Manager in 2010, Preparations of financial statements, Computed and examined accuracy of records, analyzed business operations and trends, Ensured timely payment from clients for outsourced staff.
- Prepared budget, trial balance, Profit & Loss accounts, Bank reconciliation, Accounts receivable & payable, Weekly reports, Payroll (manually) for outsourced and internal staffs (400+) and Payment of Salaries and third parties.

Integrated Management and Accounting Services

Accra - Ghana

Accounts / Audit Officer

2005-2007

- Reviewed transactions, documents, records, reports, processes, prepare audit work papers and present results to clients.

GHANA AUDIT SERVICE

Accra - Ghana

Auditor (National Service Personnel)

2003 - 2004

- Performed assignment requiring understanding and applications of audit principles, concepts, practices, stock taking, checking on disbursement of funds for projects, assist with audit findings and preparation of formal audit reports.

EDUCATION

PROFESSIONAL QUALIFICATION: Chartered institute of Financial & Investment Analyst-Ghana (member)

2014

B.Sc. in Accounting and Entrepreneurship, University of cape-coast

Cape-Coast, 2013-2016

Certificate in Oil & Gas (Accounting & Finance), MDPI

Accra, 2011-2012

HND Accountancy, Cape- Coast Technical University

Cape-Coast, 2000 -2003

SKILLS

Strong analytical, leadership, integrity, team player, can work without supervision, attention to detail & Communication proficiency.

Technical: Word, Excel, Access, PowerPoint, Net Meeting, Quick Books, SAP ERP, Pastel, Tally, Peachtree & IQ Retail.

TRAINING RECEIVED

“Seventeen quality of a Team player”, “Exceptional Customer Service” “Time stress management”.

REFEREE

Fred Loglo – HR Manager (Lefon Trading Ltd) Tel: 0244331796, email: fred.loglo@gmail.com

HOBBIES & INTERESTS

Reading and Sports