

GODFRED SARPONG

ACCOUNT OFFICER /
CASHIER

Contact

Address

East Legon Hills
Accra, Ghana
GK-0819 8880

Phone

+233241753339

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sarponggodfred0@gmail.com

Skills

- Proficient use of accounting software.
- Team Player.
- Good collaborator.
- Good verbal and written communication skills.
- Decision-Making.
- Active Listening.
- Patience and Empathy
- Customer Relations
- Problem-Solving
- Reliability

Software

- Tally Software
- Fatura Software
- Microsoft Office

Reliable, energetic and resourceful professional with over four years of experience in accounts and financial reporting. Trustworthy and dedicated with much experience serving customers and operating register. Proud team player and collaborator who takes ownership of problems, open to continuous learning, and maintains a high professional standard that supports the organization in achieving their commercial goals and objectives. Talented at correctly taking order information and serving to customers quickly. Cheerful when assisting customers with requests and meeting special needs.

Work History

2023-04 **CASHIER**

2025-02 ***Precious Mineral Marketing Company Limited, Accra, Ghana***

- Daily duties and monthly Bank reconciliation
- Maintenance of branch petty cash
- Monthly and weekly report on transactions performed.
- Maintained balanced cash drawer, ensuring accurate accounting at end of each shift.
- Operated cash register to record transactions accurately and efficiently.
- Welcomed customers and helped determine their needs
- Helped customers complete purchases, locate items, and join reward programs.

2020-09- **ACCOUNT OFFICER**

2023-05 ***Dr. Nantomah Memorial Presby Church , Accra, Ghana***

- Preparation of monthly and periodic reports and presentations to finance director
- Responsible for records keeping of all offerings and incomes, preparation, and reconciliation of bank statements monthly.
- Responsible for management of employee work schedule, overtime, and preparation of monthly journals for wages and salaries
- Organized and implemented filing system for important and confidential documents.
- Handled day-to-day accounting processes to drive financial accuracy.
- Input financial data and produced reports using tally software.

Interest

- Problem Solving
- Soccer
- Singing

2018-09 - **ACCOUNT OFFICER**

2019-07 **Gold Coast Fund Management, Accra, Ghana**

- Assisted fund manager in preparation of daily, weekly, monthly and quarterly reports for management.
- Prepared and reconciled bank statements for 19 branches.
- Prepared ledger entries on various transactions in accounting software
- Improved documentation filing by developing templates for accessibility and tracking of documents.
- Self-motivated, with strong sense of personal responsibility.

2017-06 - **INTERN/ADMIN ASSISTANT**

2017-08 **East Akim Municipal Assembly Kibi, Eastern Region**

- Created and maintained office forms and procedures to assist with administrative tasks.
- Proofread over 3 speeches for office administrator.
- Developed templates for effective filing of documents.
- Prepared templates for stock keeping and shared details with procurement department.
- Created and managed project plans, timelines and budgets.
- Actively participated in team meetings, offering insightful suggestions that led to innovative problem-solving strategies.

2016-06 - **INTERN/OFFICE MESSENGER**

2016-08 **Felin Insurance Brokers.**

- Assisted in providing administrative assistance for training of new sales representatives.
- Assisted sales manager in renewal of insurance policies.
- Provided administrative support to sales manager in recruitment of new sales representatives.
- Prepared and kept record of insurance sales and renewal.
- Sorted and organized files, spreadsheets, and reports.
- Conducted regular reviews of operations and identified areas for improvement.

Education

2014-05 - **BBA: Business Administration**

2018-05 *University of Professional Studies Accra - Accra, Ghana*

2009-05 - **High School Certificate : Business**

2013-05 *Effiduase Senior High Com. School - Kumasi, Ghana*

Awards And Honours

- Effisco Sports Award, 2012, Best athlete of Long Jump with a record Breaking
 - Schools Coordinator Honour, 2018, Best School's coordinator.
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Volunteer Experience

Auditor -May 2015 to April 2018

National Union of Presbyterian Students Ghana, National Audit Board, Accra, Ghana

- Collected and analyzed data to detect deficient controls, duplicated efforts and errors in six public universities
- Reviewed data on material assets, surplus, financial position and income and expenditures account
- Inspected account books for efficiency, effectiveness, and use of accepted accounting procedures to record transactions
- Prepared detailed reports on audit findings and coached the union executives on proper accounting procedures, and recommended changes in operations and financial activities.
- Analyzed data and findings to prepare reports detailing financial information.

School's Coordinator - April 2015, May 2018,

National Union of Presbyterian Students Ghana (UPSA) Accra, Ghana.

- Visiting Senior High Schools with souvenirs
 - Giving student guidelines on how to do their programs
 - Maintaining that cordial relationship between students and giving them the advice needed to be able to study very well.
 - Managed budgets and allocated funds effectively for various school programs and projects.
 - Allocated school budgets and solicited additional funding from grant programs with well-written applications.
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References

- Mr. Franklin Gbena, Chief Executive Officer, Felin Insurance Brokers, +233244622357
- Ms. Charlotte Akua Boateng, Accountant, Presbyterian Church of Ghana, Kanda, +233205555566