



Bismark Asamoah

Ak-051-6211 Tafo Nhyiaeso Kumasi-Ghana.
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Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

- Nutrifoods Ghana, Accra** 2022 - 2023
Stock Clerk
 - Transferring stock inside the warehouse.
 - Labelling items for pricing, storage and transfer.
 - Assisting with stock-taking activities.
 - Supporting the warehouse manager in the course their duties.
 - Packing items for storage and retail display.
- Liberty Express Business and Investment Company, Accra** 2017 - 2021
Administrative Assistant
 - Filing paperwork
 - Answering phone calls
 - Preparing documents for meetings
 - Managing the calendar of supervisors.
- Melcom Group of Companies, Accra** 2014 - 2016
Audit Assistant
 - Accurately preparing and analysing client financial records.
 - Making corporate policy assessments.
 - Analysing cost and budget.
 - Reviewing payroll.
 - Presenting insights and findings to senior auditors or client teams.
- Accra Metropolitan Assembly, National Service** 2012 - 2013
Revenue Officer
 - Review filed tax returns
 - Conduct field audits and investigations of income tax returns.
 - Evaluate financial information.
 - Contact taxpayers by telephone to address problems and request supporting documentation.

Education

- Takoradi Technical University, Takoradi** 2012
Higher National Diploma in Accounting
- Abundant Grace Academy, Accra** 2008
WASSSCE in Business
- Ebenezer Junior High School, Nkawkaw** 2003
BECE

Skills

- Team building • Attention to details • Good Communication • Administration • Proper management • Accountability
- Microsoft word • Microsoft Excel • Microsoft PowerPoint

Reference

- **Abraham Quaye-Dzatey Pinto - Nutrifoods Ghana**
Senior Supervisor
0596721749/ 0244929537
- **Eric Baffour - Liberty Express Business and Investment Company**
Managing Director
0503702736