

CURRICULUM VITAE

SAFORO FRANCIS

C/O Apostolic Church of Ghana

P.O.Box 21, Suhum

Eastern region

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PERSONAL PROFILE

I am sufficiently trained in practical work, self-starter, independent, sociable and hard working person with a high sense of initiative and innovative to excellent communication, inter-personal skills geared towards achieving good customer service and to reach organizational goals.

CAPABILITIES

- Provide spirit of trust and enthusiasm so that business transaction can occur harmoniously.
- Handle administrative duties immediately to facilitate decision making
- Able to work for long hours with or without supervision.
- To be excellent at my work, to promote teamwork, act proactively, decisive, self-oriented person and exhibit good client worker relationship

KEY COMPETANCE

COMPUTER LITERACY: Microsoft word, Excel, quick books and internet access.

EDUCATIONAL QUALIFICATION

2022-2024 Master of Arts in International Development Studies, Presbyterian

University, Ghana.

2003-2006 HND Accounting, Koforidua Technical University.

1996-1998 Senior High School certificate, Nifa Sec. Sch. Adukrom-Akuapem.

WORK EXPERIENCE

DATE

INSTITUTIONS

2009-2024 Municipal Accountant, Complementary Education Agency

***DUTIES:** Budgeting and preparation of financial accounts of the department and other miscellaneous accounts.*

2015-2019 Assemblyman, Tutu Akuapem (Akuapem North municipal Assembly)

2010-2018 Acting Accountant, works departments, Labour

***DUTIES:** In-charge of financial records and preparation of miscellaneous accounts.*

2008-2009 Accountant, Pad-Eva Ltd, Accra

***DUTIES:** In-charge of payroll, miscellaneous accounts and all financial activities of the company.*

2006-2007 School management committee chairmen, Obosomase presby Junior and primary school.

Duties: In charge of monitoring the activities of the school, report the school activities and problems to the district education office.

2006-2007 National Service Personnel, Ministry of Defence, Accra.

DUTIES: Preparation of Bank Reconciliation Statement

2003-20

RESEARCH WORK

TOPICS: “The impact of motivation on employee’s performance under Ghana Health Service”(Tetteh Queshie Memorial Hospital and Centre for scientific research into plant medicine, Mampong- Akuapem)

Financial management practices and performance of small and medium enterprises in Accra.

Evaluation of impact of NGO sponsored projects after Implementation in Ayensuano district.

REFERENCE

- | | |
|-------------------|---|
| 1 Mr. Eric Marfo | 2.Mr. Leanard Avornyotse |
| Managing Director | Audit and investigation department |
| Erimaco Co. Ltd. | Controller and Accountant Gen. Depart. Accra. |

