

CURRICULUM VITAE

NAME: John Yao Amedior

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EDUCATIONAL BACKGROUND

1. MSc. Industrial Finance and Investment, Kwame Nkrumah University & Technology (KNUST), (Sept. 2019 – Feb. 2021)
2. BSc. Administration (Banking & Finance) Second Class Honours (Upper Division), African University College of Communication (AUCC), (Feb. 2011 – June, 2015)
3. West African Secondary School Certificate Examination (WASSCE), (Aug 2005 - June 2008). Adisadel College

TRAINING AND DEVELOPMENT PROGRAMMES

1. Certificate of Proficiency in Enterprise Resource Planning (ERP), (July 2015) from SAP University Alliances, South Africa
2. Certificate in Software Engineering/Applications (April 2011 – October 2011), Intercom Programming and Manufacturing Company Limited (IPMC)

WORK EXPERIENCE

1. Vision Consult Ltd

Position: Personal Assistant to Project Manager

Responsible for Project Finance, December, 2022 to date.

2. Excel-Dior Ltd

Position: Director of Excel-Dior Ltd

Responsible for Finance and Administration, February, 2020 to November, 2022.

3. **Legacy Capital Savings and Loans Limited (March 2018 – Jan 2020)**

Position: Accounts Officer

Main Duties

- ✓ Assisting with the preparation of monthly management account.
- ✓ Preparation of payroll, SSNIT and tax returns.
- ✓ Maintaining existing financial systems including petty cash, income & expenditure records.
- ✓ Assisting in the preparations of cash book, journals, general ledgers and budget.
- ✓ Compiling, processing and verifying invoices, bills, cheques and receipts.
- ✓ Maintaining the computerized accounting system and ensuring transactions are properly recorded and entered into the system.
- ✓ Summarizing current financial status by collecting information, preparing balance sheet, profit and loss statements and other reports for management.

4. **Ghana Airports Company Limited (Sept. 2015 – Aug. 2016)**

Position: Accounts Officer

- ✓ Assisting the supervisor at Billing office under the office of the treasurer, Finance Department.
- ✓ Collection of Airport Passenger Tax (APSC) from the various airlines.
- ✓ Entering of APSC data into the Billing software.
- ✓ Assisted with the billing and collection of Airport Passenger Security Charges from tenants and debtors.
- ✓ Providing clients with front desk services.
- ✓ Receipt and dispatch of correspondence.
- ✓ Reconciling Bank accounts with cash book balances.
- ✓ Gathering and verification of data required for billing of debtors.

5. **Ecobank Ghana Limited (March 2014 – November 2014)**

Internship at Kwashiman and Tema community 6 branches

Duties

Providing Front desk customer services:

- ✓ Assisting with customer services
- ✓ Assisting customers with bank payment processes
- ✓ Assisting with computer data entry of customer information

KEY SKILLS / COMPETENCIES

Proficiency in Microsoft Office Applications (Word, Access, Excel, Coral Draw, Access, and Power Point)

HOBBIES / INTEREST

- ✓ Reading
- ✓ Watching football.

REFEREES

1. Mr. Reginald Osam (Branch Manager)
Reinsurance House, Ecobank
PMB 68, Nkrumah Avenue, Accra
Tel: 0244771477
2. Mr. Justice Amoako (Branch Manager)
Legacy Capital Savings and Loans Limited
P.O. Box GP 19210, Accra
Tel: 0244010544
3. Mr. John Quacoe Amedior
Vision Consult Limited
P.O. Box KD 610, Kanda
Tel: 0244324753