

# EDWARD NII AYAA ARYEETAY

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## WORK EXPERIENCE

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### **Sahel Health Ghana Limited**

April 2022 – August 2023

#### *Administrative & Accounts Officer*

- Managing all invoices and payments (direct bank deposits, P.O.S., Mobile Money) from patients.
- Preparing daily cash books, depositing cash collected and bank statement reconciliation.
- Providing data to and collaborating with the Finance Manager on the preparation of monthly revenue reports and reconciliation of revenue accrued, expense incurred.
- Ensuring timely data entry, data integrity audits and reconciliation of all billing related issues.
- Preparing employee and consultants' payroll (including reviewing the overtime schedules).
- Consumables inventory management – managing weekly and monthly inventory counts and reconciliations.
- Handling Purchase Orders and Online payments submissions.

### **Tidy Up Ghana Limited**

March 2021 – June 2021

#### *Operations Manager & Assistant Project Officer*

- Supervising and coordinating projects and administrative operations.
- Ensuring all records pertaining to projects are complete and filed accordingly.
- Generating and updating operational databases.
- Submitting weekly and monthly reports.
- Ensuring waste collection is effective and efficient in all our operational areas.
- Monitoring, inspecting, and approving materials to make sure they meet acceptable criteria.

### **Controller and Accountant General's Department**

September 2018 – January 2020

#### *National Service*

- Analyzing of tax inflows report from Ghana Revenue Authority (GRA) for the confirmation of Treasury counterfoil report (TCR).
- Monitoring and reconciliation of Non-Tax Revenue (Internally Generated Funds) at various MDAs.
- Reviewing of Non-Tax Revenue returns from MDAs and updating of Non-Tax Revenue return template.
- Analyzing the credit and debit of bank statements of Government accounts to identify lodgments from the Bank of Ghana.
- Reconciling Revenue Returns with Lodgments into Bank of Ghana Account by MDAs.
- Comparing various reports from the Government Integrated Financial Management Information System (GIFMIS).

## EDUCATION

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### **Institute of Chartered Accountants Ghana (ICAG)**

Level 2

### **University of Cape Coast**

Bachelor of Commerce - Accounting

September 2020 – January 2023

### **Accra Technical University**

Higher National Diploma (HND) – Accountancy

September 2015 – June 2018

## SKILLS

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- Microsoft Office Suite | TALLY | T24.
- Takes initiative to achieve desired goals.
- Ability to work with little or no supervision.
- Pays critical attention to details | Good human relationships.
- Values accuracy and confidentiality in work assignments | Excellent teamwork skills.