

CURRICULUM VITAE

1. Personal information

Name: Jennifer Amoh

Gender: Female

Home Town: Mampong Beposo

Religion: Christianity

Region of Residence: Ashanti

Ethnicity: Ashanti

Postal Address: Box KJ 508, Kejetia-Kumasi

Tel: 0240803752

Nationality: Ghanaian

Date of Birth: 13th January, 1993

Email: jenniferamoh447@gmail.com

2. Abilities and Skills

- Good in Computer usage
- Ability to work for a longer time
- Team Builder
- Excellent Human Relations
- Strong oral and written Communication Skills
- Ability to meet deadlines
- Ability to work under pressure and
- Ability to work with or without supervision

3. Career Objective

To work tirelessly for any Institution, Firm or Organization I find myself so as to help the Institution, Firm or Organization to achieve the objectives, goals, missions and visions for which it was established.

4. Work Experience

a. June 2012 to August 2013 (A.S Ventures)

Position

Sales Personnel

Job Schedule

- Sale of credit cards
- Mobile Money Transactions

b. May- August 2014 (Attachment) Aburaso Methodist Hospital

Position

OPD Attendant

Job Schedule

- Registering of patient
- Data Entry
- Clients Education

c. May-August 2015. (Attachment) – First care Hospital

Position

Accounts Assistant

Job Schedule

- Keeping of accounts
- Assisting the accountant in preparing accounts.

d. September- December 2016 (Internship) Serwaa Nyarko Girls' Senior High.

Position

Intern

Job Schedule

- Teaching (Accounting).

e. September 2017 - July 2018 (National Service) Bantama Sub Metro NHIA.

Position

Registration Officer

Job Schedule

- Capturing of clients' information and bio data into the database and producing their ID cards.
- Clients Education

f. January – February 2019 industrial attachment at Dawn fresh Arbroath Sea Food.(Scotland)

Position

Accounts Assistant- Finance Department

Job Schedule

- Book keeping

g. September, 2020 to date Internship at Firstcare Hospital

Position

Accounts Assistant- Finance Department

Job Schedule

- Performing daily reconciliation
- Records keeping in the ledger accounts

5. Educational Background

A. September 2018 – September 2019, University of Dundee, Scotland.

Qualification

Master of Science in Professional Accountancy.

B. September 2013 – May 2017, University of Education Winneba, Kumasi Campus.

Qualification

Bachelor of Science in Accounting Education.

C. September 2008 – May 2012, Asanteman Senior High School, Kumasi

Qualification

WASSCE

D. August 1995 – August 2008, Nwamase M/A Junior High School, Kumasi.

Qualification

Basic Education Certificate

6. Extra Curricular Activities

- Singing
- Reading

7. Interests and Hobbies

- Browsing
- Listening to Music and
- Singing

8. Languages Spoken

- English, with excellent writing, reading and speaking ability.
- Twi (Asante) with excellent writing, reading and speaking ability.

9. Awards Received

- Certificate from Accounting Student Association (Protocol Member)
- Certificate from GHAMSU- UEW-K (Treasurer).
- Certificate from Prince of Peace Methodist Sunday School -AGRIC (Secretary)
- Certificate from Association of Chartered Certified Accountants (ACCA Student)
- Certificate from Nsima Circuit Sunday School (Financial Secretary)
- Certificate from Prince of Peace Methodist church (Money Counter)

REFEREES

- 1.** Mr Frank Yao Gbadago - Lecturer, Business Faculty UEW-K
Tel: 0242824124

- 2.** Dr. Gizella Marton- Lecturer, School of Business (University of Dundee)
Tel: +441382385581
Email: g.marton@dundee.ac.uk

- 3.** Mr. Bernard Kuffour – Manager, NHIA-Bantama District office
P.O. Box KJ 508, Kejetia-Kumasi
Tel. 0262690249 / 03220-80789

- 4.** Lucas Wawrzynczak – Accounts Officer, Dawn fresh Arbroath Sea Foods
Email: Lucas.wawrzynczak@gmail.com

- 5.** Mr. Stephen Akwasi Asare – Accountant, First Care Hospital, Kumasi
Tel. 0244065422

- 6.** Mr Prince Afriye – Sunday School Superintendent Prince of Peace Methodist Church.
Tel. 0244991567