

# Amofa Richard

## Information and Communication Technology (I. C. T)

Dubai

[amofarichard9\\_bmy@indeedemail.com](mailto:amofarichard9_bmy@indeedemail.com)

0561147834

An experienced, self-motivated and dedicated individual with outstanding leadership and communication skills and a proven ability to develop and implement organizational policies and procedures for effective and efficient use of resources. Possesses a very good background in Accounting and excellent knowledge in Information Technology (MS Office). Able to work independently and also with a team to meet demanding deadlines.

Willing to relocate: Anywhere

## Work Experience

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### Accountant

Trade Vision - Dubai

Present

Account keeping, Tally ERP, Sage, Quickbooks ,Spreadsheet Application ,Database

### Typist

Anglo Gold - Kumasi

Present

### Sales

MEMC - Ghana

Data entry

### Receptionist

Five Star - Accra

### Cashier

Aseda Micro finance - Sunyani-Ghana

### Photo copyist

AA Fatao Printing Press - Kumasi

## Education

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### Diploma in Computerized Accounting in Computerized Accounting

Kumasi Technical University

2013 to 2015

### School Certificate in WASSCE

T. I. Ahmadiyya Senior High School

2007 to 2011

**Basic Education Certificate Examination Certificate (BECE)**

T I Ahmmadiyya Junior High School

2004 to 2007

**BSc Accounting with computing in Computerized Accounting**

Kumasi Technical University - Kumasi

## Skills

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Microsoft Office (6 years), Accounting (6 years), Sales (3 years), Tally Sages Quick books Spreadsheet (3 years), Data entry (2 years), Sage (1 year)

## Links

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<http://amofarichard2016@gmail.com>

<http://amofarichard@rocketmail.com>

## Certifications and Licenses

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**PDCA IN ACCOUNTING**

Present

Professional Diploma in Computerized Accounting

**BSc Computerized Accounting**

September 2018 to Present

## Additional Information

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1. Hobbies ; Browsing and research
2. Strength; Hardworking and humble
3. Weakness; Teasing
4. Reference; Mr. Nyantakyi Kofi