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ATTOH, JOSEPH ARMAH

Accounts Officer



OBJECTIVE: Detail-oriented, efficient, energetic, versatile, well-organized individual with extensive accounting experience seeking a position of challenge and diverse responsibilities in an organization where my knowledge, expertise and experience will be an asset.

PROFILE: Possess strong analytical and problem solving skills, with the ability to make well thought-out decisions.
Excellent communication skills and good interpersonal skills.
Strong leadership qualities, good team player and research-driven personality.
Computer skills.
Self-motivated, results-driven, strong work ethic and effective at multi-tasking.
Proactive in nature and meticulous attention to details.

EMPLOYMENT HISTORY: **Chrisland EC Schools / Best Heritage Academy / At-Talim Model School / Onibukun Community Model School, Ota**
(Primary and Secondary Education)
January 2023 – Present Ogun State, Nigeria
Class Instructor (Senior Secondary Section)

- Teaches students, based on national curriculum guidelines, in Financial Accounting, Commerce, Economics & Computer Studies.
- Prepares lesson notes/plans in line with the scheme of work for each subject.
- Assigns class work as well as homework to assess students' understanding of topics taught.
- Monitors and documents the academic progress of each student, and uses the information to adjust methods of teaching.
- Sets questions for mid-term test and end-of-term examination.
- Maintains safe and respectful classroom environment in order to optimize student capabilities.
- Renders counseling sessions to students, as and when the need arises.

E. I. Mok & Company, Surulere - Lagos
(Civil Engineering and Facility Management)
September 2018 – October 2022 Lagos State, Nigeria
Accountant

- Responsible for all quarterly and yearly financial statements of the company and facilities of clients.
- Preparing quarterly and yearly statements of account of property owners and tenants.
- Responsible for main cashbook entries and monthly bank reconciliation.
- Audits petty cashbook entries and imprest system on monthly basis to curtail any financial malfeasance and misappropriation.
- Processes cheques for vendor payments, employee salaries, utilities and all other major expenditure.

- Responsible for reviewing forms and formats to determine appropriate alterations & improvements.
- Other duties assigned by CEO as and when they arise.

Lordet Plus Global Ventures

(Production and Marketing of Clothing & Fashion Accessories)

March 2017 – Present Lagos/Ogun State, Nigeria

Production Supervisor

- Established daily/weekly production objectives, and communicated them to employees.
- Organized, managed and supervised production team and processes.
- Overseeing routine production activities.
- Planned and ensured efficient use of materials and supplies for production.
- Responsible for troubleshooting and solving issues that arise.
- Ensured clean and safe working environment on daily basis.
- Researching and identifying the most effective ways of carrying out production.

Telesuprecon Nigeria Limited

(Telecommunication Construction & Consulting)

February 2013 – January 2017 Lagos State, Nigeria

Senior Accounts Officer – Maintenance Projects

- Posted payment vouchers details to cashbook (electronic) and transferred summaries to superior on weekly basis.
- Posted IOU payment vouchers details to IOU ledger (both manual & electronic) containing individual account of site engineers, supervisors, and contractors.
- Ensured that all supporting source documents are properly attached to payment vouchers.
- E-mailed weekly reports of financial activities to my superior.
- Performed other duties assigned by superior.

Telesuprecon Nigeria Limited

(Telecommunication Infrastructure Construction & Consulting)

March 2008 – February 2013 Lagos, Nigeria & Yaounde, Cameroun

Accounts Officer – New Projects

- Posted to main cashbook (both manual & electronic) all cash transfers from head office for execution of project(s).
- Posted petty cash vouchers to e-petty cashbook (MS Excel programmed spreadsheet).
- Posted IOU vouchers to IOU ledger of individual account(s) of site engineers, supervisors, and contractors.
- Responsible for all bank transactions pertaining to the project.
- Responsible for preparing necessary documents for payment to contractors for works executed satisfactorily.
- Responsible for payments of suppliers, workers' salaries and wages, hired vehicle/machinery, local government charges, and all other payments.
- Ensured that payment vouchers of site engineers, supervisors and other staff are submitted every Monday & Tuesday for settlement and reconciliation purposes.
- Managed payroll function for
- Sent weekly report of financial activities of project to my superior.

Sunyani Municipal Health Insurance Scheme

November 2005 – October 2007 Sunyani, Ghana

Accounts Officer

- Recorded cash transactions into cashbook from payment vouchers on daily basis.
- Prepared monthly bank reconciliation statement under supervision of superior.
- Collected monthly health insurance premiums from registered beneficiaries.
- Assisted the Accountant to prepare financial statements for years 2005 & 2006.
- Assisted the Accountant to prepare master budget for year 2007.
- Performed other duties assigned by superior as and when arise.

Cocoa Marketing Board Hospital (Cocoa Clinic)

August – October 2004 Accra, Ghana

Store Keeping Officer, Medical Store

- Recorded inventories received from suppliers as well as issued to the hospital pharmacy on tally cards.
- Computed selling price of inventories (per unit), in accordance with the hospital pricing standards, before issued to the hospital pharmacy.
- Posted electronically all the necessary invoice details of every inventory received from vendors as well as requisitions covering issues to the pharmacy using Pepsol Accounting package specifically designed for the hospital.
- Assisted the medical store team to conduct stock taking.

Cocoa Marketing Board Hospital (Cocoa Clinic)

September - October 2003 Accra, Ghana

Store Keeping Officer, Medical Store

- Recorded on tally cards all inventories received from vendors as well as issued to the hospital dispensary.
- Computed selling price of inventories (per unit), in accordance with the hospital pricing standards, before issued to the hospital pharmacy.

Rinyarco Ventures, Accra –Ghana

(Stationery & Book Store)

March 1997 – December 2001 Accra, Ghana

Accounts Clerk

- Ensured all sales made were recorded in cashbook.
- Made entries of all inventories in purchases ledger and tally cards.
- Issued receipts to customers/buyers for payment of stationery bought. Also, prepared invoices for customers and prospective buyers upon request.
- Ensured all payment vouchers are attached to respective supporting source documents (receipts, cheques, pay-in slips, invoices, bills, notes, etc).
- Ensured documents are filed properly and files are arranged well in back-store shelves.
- Assisted superior to conduct stocktaking.

OTHER

EXPERIENCE:

Accountant & Controller-General, Ministry of Finance

January - March 2008 Accra, Ghana

Team Leader, Head Count Team

- Crosschecked employment bio-data of civil servants captured in the payroll database of Controller and Accountant-General with what exists at the municipals, departments, agencies, and training institutions of the government.

- Conducted physical verification and confirmation of existence of the workers captured in the payroll database of the Controller with the aim of fishing out ghosts names.
- Wrote weekly report for the authority in charge of the head count exercise under Controller and Accountant-General.

Sunyani Municipal Health Insurance Scheme
November 2005 – August 2007 Sunyani, Ghana
Head, Survey Team

Conducted survey in towns assigned to the team within Sunyani municipality.

Survey Target:

- To ascertain the level of satisfaction from the registered members of the scheme on the quality of health delivery.
- To ascertain their opinion on the monthly insurance premium to determine if the premium should be increased or not.
- To find out the challenges they face from the registered Health Service Providers (HSPs) when seeking medical attention at their health facilities.
- To solicit for suggestions to improve the health scheme for excellent service delivery.

EDUCATION: Institute of Chartered Accountants of Nigeria (ICAN), Nigeria (In View)

HND Accountancy
Sunyani Technical University (Formally Sunyani Polytechnic), Ghana
2002 – 2005 Sunyani, Ghana

OFFICES HELD

- Head of Research and Development, Editorial Board, Students Representative Council (SRC).
- Member, Planning Committee, Ghana National Union of Polytechnic Students (GNUPS).
- Head of Research and Development, Editorial Board, Association of Polytechnic HND Accountancy Students (APHAS).
- Council Member, General Council, APHAS.
- Assistant Graphic Designer, Editorial Board, APHAS.
- Vice President, Foundation for Future Leaders International (FFLI).
- Organizing Secretary, Assemblies of God Campus Ministry.

COMPUTER SKILLS: QuickBooks, MS Excel, MS Word, MS Access, PowerPoint, Wix Website Design and Corel Draw.

COURSES/ SEMINARS ATTENDED: Graphic Designing, E-Commerce Website Designing & Hosting, Affiliate/Digital Marketing, Content Development and Branding.

REFERENCE: Mr. Hope Enabuzor, Facility Manager, E. I. Mok & Company, Surulere - Lagos. Tel: +234 (0) 81 6619 6639.

Mr. Olalekan Adigbite, Human Resource Manager, Telesuprecon Nigeria Ltd, Lekki Phase 1, Lagos. Tel: +234 (0) 80 5609 8370.

Mr. Isaac Afari, Scheme General Manager, Sunyani Municipal Health Insurance Scheme, Sunyani, Brong-Ahafo, Ghana. Tel: +233 (0) 244 109 504.