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Achères (78260)

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## RESUME SUMMARY, Junior

### EXPERIENCES PROFESSIONNELLES

juin 2023 / sept. 2023

#### Digital Marketing Assistant

Haddvert Creatives Accra, Ghana

- \* Conducting market research and analysing marketing surveys.
- \* Employing online marketing analytics to gather information from the web and social media pages.
- \* Updating databases, spreadsheets, and inventory lists.
- \* Preparing promotional presentations and organizing promotional events.
- \* Composing and posting online content for clients to increase brand awareness.

avr. 2021 / oct. 2022

#### Senior Accounting Assistant

Takoradi Technical University Takoradi, Ghana

- \* Prepared and submitted VAT returns for various projects.
- \* Investigated accounting irregularities, entry errors, and potential fraud.
- \* Reconciled various financial statements and ensuring compliance with accounting standards.
- \* Processed and reviewed daily accounting entries of junior accountants.
- \* Tracked and analysed accounting data and prepared monthly financial reports for management review.
- \* Assisted the onboarding of junior staff and interns into the finance team.

sept. 2018 / sept. 2019

#### Accounting Officer

Ghana Rubber Estate Limited Accra, Ghana

- \* Monitored the company's financial systems and handled general account queries.
- \* Assisted with accounting tasks such as invoicing or tracking purchase order numbers.
- \* Managed accounting operations, including processing payables, receivables, and petty cash.
- \* Assisted the manager with monthly financial analysis and reporting.

### DIPLOMES ET FORMATIONS

oct. 2022 / sept. 2023

#### MSc Business and Analytics - BAC+3

Ecole de Management Léonard de Vinci Paris, France

août 2014 / juin 2018

#### BSc Business Administration (Accounting) - BAC+3

Ghana Technology University Accra, Ghana

### COMPETENCES

analytics, SAP, databases, Google Analytics, HootSuite, MySQL, spreadsheets

### COMPETENCES LINGUISTIQUES

Anglais