

RESUME

Kelvin Kubi Appiah

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JOB GOAL

To be a Chartered Accountant, who will positively impact my institution and clients with the requisite skills and knowledge acquired over the years, for their growth and development.

EDUCATION

- 2021 to 2022: Kwame Nkrumah University of Science and Technology (MSc Accounting and Finance)
- 2019 to Date: Student of Institute of Chartered Accountants, Ghana (ICAG) Level 3
- 2012 to 2016: Catholic University of Ghana (BEd Accounting)
- 2008 to 2012: Wenchi Methodist Senior High School

CAPABILITIES

- **Financial & Accounting:** Preparation of petty cash book, preparation and processing of payment voucher (PV), recording and filing of financial documents, pre-audit payment vouchers (PVs), verify retirement of special advances, assist in preparing cheques and payment vouchers for welfare schemes, assist in keeping proper books of accounts for welfare schemes.
- **Auditing:** Assist Audit Team Leader to undertake quarterly audits and report writing, inspect goods procured, audit casual staff payroll.
- **Computer Skills:** Proficient in Microsoft Word, Excel, and PowerPoint Presentation.
- **Other Skills:** Customer care service, communication skills.

WORK EXPERIENCE

- 2018 to Date: University of Energy and Natural Resources (Principal Auditing Assistant)
- 2022 to Date: Finance, Internal Audit and Procurement Welfare Scheme, UENR (Secretary)
- 2017 to 2018: University of Energy and Natural Resources (Accounting Assistant – Voluntary Service)
- November to December 2017: West African Examination Council (WAEC), Sunyani (Invigilator – NOVDEC Examination)
- 2016 to 2017: University of Energy and Natural Resources, Sunyani (Accounting Assistant – National Service Person)

- June to August 2016: West African Examination Council (WAEC), Sunyani (Script Checker – WASSCE and BECE marking and script checking exercise)
- June to August 2013: West African Examination Council (WAEC), Sunyani (Examination Clerk – WASSCE and BECE Coordination and Marking of Examination Scripts)

COMMITTEES SERVED

- April to May 2024: 3rd Transformational Dialogue on Small Scale Mining, UENR (Member)
- February to March 2024: Curriculum Development for GSDF Project, EORIC-UENR (Member)
- January to February 2025: Constitution Review Committee of the Finance, Audit and Procurement Welfare Scheme, UENR (Secretary)

REFEREES

Ms. Rosina Addo Asamoah

Senior Internal Auditor,

Internal Audit Directorate

University of Energy and Natural Resources

Post Office Box 214, Sunyani.

0208273021 / 054 639 7699

Mr. Richard Twum Barimah

Internal Auditor

Internal Audit Directorate

University of Energy and Natural Resources

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