

Eyram Jennifer Mifetu

Accounts| Finance| Administration

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Summary of Career Profile

Dedicated and resourceful financial professional with experience seeking part-time positions to complement my ongoing studies. Combining a background in general ledger accounting and budget analysis with customer service skills, I excel in financial management, problem-solving, and client interactions. My meticulous attention to detail and unwavering commitment to thoroughness consistently results in the delivery of high-quality work, even in challenging circumstances.

Personality Profile

- Eligible to work (20hours a week) in the United Kingdom.
- Highly disciplined and initiative-taking.
- Possess leadership and organisational Skills.
- Independent and fair-minded.
- Have a firm belief in excellence.

Strong & Key Competencies

- General ledger accounting and budget analysis.
- Taxation, bookkeeping, and tax calculation.
- Financial statement analysis and reporting.
- Strong communication and interpersonal skills.
- Account monitoring and reconciliation abilities.
- Adaptable, resourceful, and goal oriented.
- Computer literate and an adept user of Microsoft Excel, Word, and PowerPoint.
- Effective communication skills, both written and oral, effective in liaising with diverse groups.

Work Experiences

Administrative & Account Assistant - Hampshire Foursquare Church, Eastleigh, Hampshire, United Kingdom [September 2024 to date]

- Plan, organise and manage delivery of all services for the church ensuring that activities are completed against cost plan.
- Perform and oversee the day-to-day operations of the church
- Payroll processing and management
- Coordination of the planning and costs for the church outreach programs while ensuring that everything stays within the approved budget and plan.
- Keeping track of meeting actions, documenting with regular updates to the church advisory group.
- Ensure that protocol management is upheld to maintain discipline and decorum at all our gatherings, whether internal or external.

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Sales Assistant- SIM Company limited – Accra Ghana [September 2021 – August 2024

- Ensured proper product display and visual merchandising.
- Served customers, offering personalized recommendations.
- Handled cash transactions and processed daily sales.
- Data collection and analysis for project planning and reporting.
- Coordination and supervision of diverse teams and projects.
- Engagement with key stakeholders and effective communication on project matters.
- Administrative tasks including report preparation and maintaining accurate records.

Project Accountant - Judicial Service of Ghana, Accra Ghana [September 2018 – July 2021]

- Created and supervised program budgets, ensuring proper implementation.
- Prepared payment vouchers, tax accounts, and final accounts in compliance with established principles.
- Coordinated with other departments to facilitate document processing and improve efficiency.
- Managed multifaceted clerical tasks (e.g. data entry, filing, records management, and billings).
- Communicated effectively with multiple departments to plan meetings.

Part-time Accountant – Norvisi Credit Union, Accra-Ghana [January 2010 – April 2017]

- Processed loan requests and allocated dividend payments.
- Received cash deposits and managed daily transactions. •
- Prepared final accounts and ensured accurate financial reporting.

Education

- University of Portsmouth, United Kingdom – [MSc in Forensic Accounting (Sept 2024- Date)]
- Ghana Communication Technology University (GCTU)– [BSc in Accounting – January 2015- May 2018]

References

Professional and character references are available upon request.