**OPOKU JUNIOR HASSAN**

**Date Of Birth;**31/05/1995

**Mobile**; +447552208025

**Email;** [opokujunior9|@gmail.com](mailto:opokujunior9|@gmail.com)

**Address ;** Room T26 Wavell House Hillhead Student Village

University of Aberdeen, Don Street, Aberdeen. AB24 1WU

**PERSONAL PROFILE**

A diligent and enthusiastic young man who is highly innovative, competitive, inspired, organized , disciplined, and goal-oriented. I am able to work under pressure,meet deadlines and work for long hours. I process excellent communication skills and the ability to establish and understanding with people from different backgrounds as well as processes good persuasive skills. I am an open-minded person and accept new challenges and competition that generate incentives to improve cooperation and dynamism as a personal philosophy of creating an intellectual and professional environment

**Career**

* To work in a result oriented and human centered institution that allows skills and capabilities to be fully utilized for the achievement of cooperate objectives.
* To create opportunities which offer genuine room for career and personal progression places where I can make significant contribution,
* To enhance my god giving talent by promoting and establishing discipline through professional research in an institution I can establish my vision .
* To help the institution I work to attain international and global recognition

**Educational Background;**

2022- Date MSc International Business and Finance. University of Aberdeen

2014- 2018 Bachelor of Education(Accounting) University of Cape Coast

2010- 2013 Asanteman senior High School |(Business)

**WORK EXPERIENCE**

2021-2022; CHURCH OF PENTECOST USHERING DEPARTMENT

*Responsibilities*

Greeting and assisting patrons of the church to find seats

* Assisting guests with locating exits and amenities such as restrooms and concession areas
* Assisting other persons with special needs to and from their seats
* Ensuring there are aisles, walkways, and designated seating areas are clear, clean, and safe
* Assisting guest with limited mobility

2018-2019 University of Cape of Coast, College of Distance Education

Finance Unit

* Filling of documents -waybills, invoices and letters
* Posting issues on tally cards
* Conducting quarterly stock taking
* Entering assets on the register
* Receiving and issuing of items in the store
* Writing invoices into store receipt vouchers, goods inward book and tally cards
* Sending invoices to internal audit for inspection
* Monitoring instructional periods of course tutors
* Checking and reconciliation of students school fee payment

2017;Namong Senior High Technical School

*Teaching Assistant*

* Teaching Assistant for Accounting and Management
* Assisting in conducting quizzes and Examination

**SUMMARY OF SKILLS AND CAPABILITIES**

* A team player- versatile and easily adaptable
* Very good interpersonal written and communication skills
* Extensive knowledge of Microsoft excel and word application
* Good knowledge of international financial reporting standards
* Good client management and presentation skills
* Ability to work under pressure and little supervision
* Very good planning and analytical skills
* Strong attention to details

**INTEREST;**

* Writing
* Reading
* Football
* Music
* Running

**REFERENCES;**

1. Mr Sylvester Owusu Acheampong

Zee pay Branch Manager

**Tel; 0249000119**

Email;sylvesterowusu8@gmail.com

1. Pastor Eric Aquach

Church of Pentecost

**Tel; 0241948939**

**Email;**kokifromwam@gmail.com