



## ALEXANDER FREMPONG

**General Accountant/Admin**

**Mobile: +971542863647 E-mail: focusalex12345@gmail.com**

### PERSONAL PROFILE

Energetic and dynamic person holding Higher National Diploma in Marketing and Partly Qualify in Institute of Chartered Accountant Ghana with proven **11years** experience in accounting and related works including **2 years' experience in UAE**. Possess good experience & knowledge of Accounting and Auditing up to finalization. Ability to make financial reports and make analysis within timeframe. Flexible and committed personality with high standard of professionalism, strong strength of ethics and willingness to take challenging situations. Possess good subject knowledge, problem solving, coordination, communication, interpersonal and PC skills including excel, tally and Eurica software.

### STRENGTHS

- 11 years of professional experience including 02 years of experience in UAE.
- Filing of VAT Return and working knowledge of VAT Calculations
- Preparation of financial statement such as profit and loss, balance sheet, MIS etc

### EDUCATION

<b>Final level – Institute of Chartered accountants Ghana</b>	<b>2018</b>
<b>Higher National Diploma (Marketing) – Koforidua Technical University</b>	<b>2010</b>

### JOB EXPERIENCE

**Company Name: Addwise Tax Consultant  
(Dubai, U.A.E)**

**Designation : ACCOUNTANT – Jan 2023 to Present**

Duties and responsibilities –

- Pass Necessary journal entries including month end standard JVs for client.
- Preparation of Bank reconciliation statement monthly and reporting to client
- Analysis each expense and compare it with the monthly budget.
- Preparation of payroll.
- Vat registration for new client
- Preparation of Vat returns for 15 clients every month.
- Maintain schedules for all the accruals and provision.

- Verify all the supplier invoices and update into the system.
- Preparation of financial statement such as profit and loss account & balance sheet.
- Preparation of monthly report related to accounts payables, accounts receivables and reporting to the management.
- Make sure all suppliers payments are made on time with management approval, as per the agreed payments terms.
- Update all petty cash voucher client's system.
- Submission of VAT returns to the Federal Tax Authority on behalf client.
- Preparation of payment list and keep the track of payment of utility bills such as Telephone, DEWA Expenses etc.

**Company Name: Uniforce Security Company  
(Dubai, UAE)**

**Designation : Supervisor - December 2021 to December 2022**

Duties and responsibilities –

- Inspect and patrol premises regularly.
- Monitor property entrance.
- Authorize entrance of people and vehicles
- Report any suspicious behaviours and happenings.
- Secure all exits, doors, and windows.
- Monitor surveillance cameras.
- Respond to alarms and react in a timely manner.
- Aid security guard in need.
- Submit reports of daily surveillance activity
- Submit reports of every suspicious action

**Company Name: Abbeam Group of Companies  
(Ghana)**

**Designation : ACCOUNTANT GENERAL - February 2016 September 2020**

Duties and responsibilities –

- Update all accounts every day.
- Preparation of Profit and loss account & balance sheet monthly basis
- Pass Necessary journal entries including month end standard JVs.
- Preparation of monthly report including AR Report, sales report, supplier account reconciliation and reporting to the management.
- Customer account reconciliation.
- Preparation of Bank reconciliation statement on a weekly basis and reporting to the management.
- Preparation of monthly actual cash flow and reporting to the management.
- Analysis each expenses and compare with the monthly budget.
- Preparation of payroll on time to release the salary in each month itself.
- Maintain schedules for all the accruals and provision.
- Verify all the supplier invoices and update in to the system.
- Preparation of monthly report related to accounts payables, accounts receivables and reporting to the management.
- Make sure all suppliers payments are made on time with management approval, as per the agreed payments terms.
- Update all petty cash voucher in to the system.
- Liaising with external auditor.

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**TECHNICAL SKILLS**

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Tally.ERP 9, MS Word, MS Excel , Eurica

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**PERSONAL DETAILS**

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Nationality : Ghana  
Date of Birth : 29<sup>th</sup> April, 1986  
Passport No : A0003754  
Passport expiry date : 21/06/2030  
Marital Status : Married  
Visa Status : Resident visa, Expiry Date: December-2024  
Languages known : English