**Eric Sanza**

P. O. Box OF 488,

Ofankor, Ghana.

0202 323468

sanzaeric9@gmail.com

**CAREER OBJECTIVE**

I want to work in a progressive and challenging environment that offers an opportunity for professional growth and personal development. I also want to use my acquired skills in the best possible way of achieving the Company’s goals and objectives.

**EDUCATIONAL BACKGROUND**

**University of Cape Coast**

*August 2008 – May 2012*

* ***Program***: Bachelor of Commerce (Second Class Upper Division)
* ***Major Courses***: Intermediate and Advanced Accounting, Auditing, Cost and Management Accounting, Financial Management, Research Methods

**PROFESSIONAL CERTIFICATION**

**Institute of Chartered Accountants (Ghana)**

* ***Qualified Accountant - Have completed Professional Examinations (CA)***

**ON THE JOB TRAINING CERTIFICATES**

* Procurement and Accounts Payable
* Treasury Management

**WORK EXPERIENCE**

***Freelance Academic Editor October 2019 to Date***

Peerwith and MogoEdit

* Editing and proofreading academic research papers and other technical publications for language, academic style, terminology, and logical consistency
* Preparing reports to assess the aims, claims, novelty, and organization of a paper
* Providing journal services, such as manuscript formatting, cover letter writing, and response letter review and editing

***Lead Consultant October 2017 to Date***

Esanza Consult – Accra

* Establishing of Accounting systems for clients
* Establishing and monitoring internal controls for clients
* Internal auditing and reviewing of procedures for clients

***Senior Accounts Officer November 2016 to September 2017***

Rigworld International Services Limited - Accra

* Preparation and system entry of payment vouchers
* Reconciliation of bank statements
* Reconciliation of accounts payables
* System entry of salary journals
* Vetting of accounts payable invoices
* Preparation of weekly cash budget

***Accounts Officer August 2015 to November 2016***

Agricare Limited - Kumasi

* Preparation and system entry of payment vouchers (petty cash and cheque)
* Reconciliation of bank statements
* Maintenance of proper books of accounts
* Deposit of cheques into bank accounts
* System entry of banking and transfers
* Submission of withholding tax to GRA
* Reconciliation of accounts payables and receivables
* Supervising the work of storekeeper
* Working on staff travel control accounts

***Part-Time Accountant August 2014 to November 2016***

Debagio Company limited - Kumasi

* Preparing cash receipt analysis
* Establishing and monitoring internal controls
* Internal auditing

***Associate Accountant March 2014 – May 2014***

Adjei Oduro Amfo and Associates (Chartered Accountants and Management Consultants)

* Preparing expenditure analysis
* Preparing bank analysis
* Preparing and analyzing payroll
* Carrying out audit assignments
* Preparing final accounts
* Filing PAYE

**COMPUTER LITERACY**

* Sage ERP
* Tally Accounting Software
* Microsoft Excel
* Microsoft Word
* Microsoft Powerpoint