

MARY AGOE NEEQUAYE (Mrs. Kyei)

Accounts & Administrative Assistant

📍 Kumasi, Ghana

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✉ mayneek93@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented Accounts and Administrative Assistant with over 5 years of experience supporting finance and administrative operations across fast-paced organizations. Highly skilled in accounts payable and receivable, payroll processing, financial reporting, record management, and statutory compliance. Proven ability to maintain accurate financial data, support management decision-making, and coordinate effectively with internal teams and external stakeholders. Adaptable, reliable, and capable of working efficiently in diverse professional environments.

CORE SKILLS

- Accounts Payable & Accounts Receivable
- Payroll Processing & Wages Administration
- Financial Record Keeping & Reporting
- Petty Cash & Cash Management
- Invoice Processing & Procurement Support
- Inventory & Stock Control
- Tax, SSNIT & Statutory Compliance
- Office Administration & Documentation
- Microsoft Excel & Word
- Tally, Excel & Accounting Edge
- Communication & Team Collaboration

PROFESSIONAL EXPERIENCE

Accounts & Administrative Assistant

PAFAD Engineering & Construction Ltd, Accra, Ghana

February 2016 – November 2021

- Maintained accurate financial records by recording daily transactions, expenses, and income in line with accounting standards.
- Prepared and processed invoices, payment vouchers, purchase orders, and receipts for suppliers and service providers.
- Managed accounts payable and receivable, ensuring timely settlement of obligations and follow-up on outstanding payments.
- Prepared monthly payroll for staff, ensuring accuracy, confidentiality, and timely disbursement of salaries.
- Handled petty cash and monitored cash flow to support day-to-day operational needs.
- Assisted in preparing financial reports, reconciliations, and summaries to support management decision-making.
- Ensured compliance with statutory requirements through timely filing of taxes and SSNIT contributions.
- Maintained organized filing systems for financial documents, contracts, and administrative records.
- Supported procurement activities and monitored inventory levels to ensure adequate supply management.

Key Achievement:

Contributed to improved financial control and cost efficiency through accurate expense tracking, proper documentation, and strengthened payment procedures.

Tally Clerk (Internship)

Dar Bem Medical Center, Ghana

August 2015 – September 2015

- Recorded and updated inventory and financial transactions using Tally software.
 - Generated routine inventory and transaction reports for review by management.
 - Created and maintained organized supplier and partner records.
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EDUCATION

Bachelor of Science (BSc) in Accounting

University of Professional Studies, Accra, Ghana

2015 – 2018

Diploma in Accounting

University of Professional Studies, Accra, Ghana

2013 – 2015

WASSCE (Accounting)

Akwamuman Senior High School, Ghana

2009 – 2013

ADDITIONAL SKILLS

- Strong organizational and time-management skills
 - High attention to detail and accuracy
 - Ability to work under pressure and meet deadlines
 - Leadership and teamwork abilities
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VOLUNTEER EXPERIENCE

Animator – Salesians of Don Bosco, Tema/Ashaiman

Participated in youth development and summer camp programs.

Teaching Assistant – Dawiri Sampa, Brong Ahafo

Assisted with academic support during summer teaching programs.

REFERENCES

Mr. James Woode

Ghana

Pafad Eng. & Const. Ltd.

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Mr. Albert Tsibey

USA

Pafad Eng. & Const. Ltd.

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