

CYNTHIA SENAM AKPEKE

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Detail-oriented accounting and operations professional with over five years of experience specializing in financial reporting, statutory compliance, inventory control, and ledger reconciliations. Proven track record of strengthening internal controls, optimizing stock turnover, and ensuring real-time alignment between financial records and operational workflows.

SKILLS

- **Accounting/Data analysis Software & ERPs:** QuickBooks Online, Xero, Odoo ERP, Omega Cloud Accounting & Sales software, Tally, Stata, RStudio.
- **Financial Operations & Reporting:** Cash handling, cheque writing, Month-End Closing, Management Accounts, Financial Statements, Budgeting & Forecasting, Cash Flow Management, Cost Saving Analysis and revenue generation initiatives.
- **Reconciliations & Ledger Management:** Multi-Channel Sales Reconciliation, Bank & Account Reconciliations, Accounts Payable & Receivable, Credit Card Reconciliations, GRA Tax statements reconciliations.
- **Productivity & Collaboration Tools:** Google Workspace, Advanced Excel (XLOOKUP & VLOOKUP), Microsoft Word & PowerPoint, emails & Microsoft Teams, Asana, & Trello.
- **Taxation & Statutory Compliance:** VAT/NHIL/GETFund, Withholding Tax (WHT), PAYE, SSNIT, GRA Filings & Compliance.
- **Professional & Soft Skills:** Time Management, Problem-Solving, Attention to Detail, Stakeholder meeting facilitation, proactiveness.

WORK HISTORY

APRIL 2026 – PRESENT

Accountant | The Buka Restaurant Ghana Limited, Accra

- Prepare monthly management accounts, annual budgets, and variance analyses against actuals ensuring full accuracy and alignment with company records.
- Support the reconciliation of accounts (credit cards, Momo accounts, bank accounts, tax accounts, cash), tracing, resolving and reporting of variance causes.
- Collaborate with the broader finance team (stores, cahiers, finance assistance) to enhance reporting, controls and processes.
- Review invoices, monitor operational expenses, and identify strategic cost-saving opportunities.
- Lead the budgeting process by preparing comprehensive annual budgets, financial forecasts, and profitability analyses, monitoring budget variances against actuals.
- Supervise store activities to ensure proper record-keeping for daily stock reconciliations and timely replenishments to prevent raw material stockouts.
- Reconcile daily sales transactions (Cash, POS, Momo payments) alongside month-end bank statement reconciliations and sales-versus-stock issued analyses for meal preparation.

- Maintain accurate recording, reconciliation, and ledger postings of all financial transactions, reviewing payment vouchers, supplier invoices, and payroll schedules.
- Ensure strict statutory compliance and timely filing/payment of all applicable taxes, levies, and statutory obligations including Corporate Income Tax (CIT), VAT, NHIL, GETFund, Tourism Levy, PAYE, SSNIT, and Withholding Tax (WHT). Handle business and operational permits alongside regulatory filings.
- Oversee full-cycle inventory management, including daily reconciliation of issued stock against production and sales, ensuring proper documentation for all received and issued items.
- Liaise with regulatory authorities (GRA, SSNIT, Tourism Authority, Labour Departments, etc.) to ensure smooth corporate operations and compliance.
- Manage accounts payable/receivable, payroll processing, and comprehensive bank/credit card

MAY 2025 – MARCH 2026

Finance Officer | Innovate Solutions Ltd, Accra

- Assisted in the management of day-to-day financial operations, ensuring accurate transaction processing, reconciliations, and maintenance of accounting records.
- Prepared and reviewed payment vouchers for accuracy and compliance with financial policies.
- Ensured timely posting of financial transactions into the accounting system and performed periodic reconciliations as well as proper documentation and filling.
- Managed end-to-end inventory operations: conducted routine stock counts, reconciled physical inventory counts against Excel tracking sheets and system movements, and investigated and resolved variances as well as valuation of the inventories.
- Maintained accurate ledger logs of all stock movements, ensuring real-time alignment between inventory records and system data.
- Collaborated with the Finance Manager on preparing annual budgets, monitoring budget performance, providing variance analysis, and updating cash flow projections.
- Assisted in preparing monthly, quarterly, and annual financial statements, audit schedules, and key financial metric analysis (profitability, cost control, cash flow).
- Ensured accurate and timely filing of statutory taxes (PAYE, SSNIT, withholding taxes, VAT) and pension contributions while maintaining comprehensive tax records.
- Monitored and analyzed operational expenses to identify cost-saving opportunities and collaborated with teams to ensure procurement activities aligned with financial objectives.
- Managed accounts payable and receivable, credit card reconciliations, and assisted with payroll processing for clients.
- Handled ECG credit transactions (investigating non-reflected credits, processing refunds, resolving failed transactions, and facilitating stakeholder meetings).
- Processed client invoices, monitored amortizations, accruals, and prepayments, and passed entries in the accounting system.
- Processed DSE commissions for financial sector clients (over 1,500 bank tellers monthly using XLOOKUP and remitting 10% Withholding tax to the Ghana Revenue Authority).
- Supported year-end audits by making all supporting documents and audit schedules available to internal and external auditors as requested.
- Petty cash Management and reconciliations.

MAY 2023 – APRIL 2025

Account Officer | CureAid Chemist Limited, Accra

- Record, reconcile and report daily sales on a weekly basis.
- Manage payment processing, cash handling, banking, and petty cash administration.
- Ensure statutory payment compliance.
- Prepare payment vouchers and reconciliation of creditors and debtors accounts and maintain proper financial records.
- Assisted in year-end audit by providing external auditors with supporting documents.
- Conducted routine drug stock counts, inventory audits, and comprehensive creditor/debtor account reconciliations.
- Assisted with payroll processing, statutory tax payments, and documentation preparation for external audits.
- Petty cash management and reconciliation

OCTOBER 2021 – APRIL 2023

Graduate Account Trainee- National Service | Tata Africa Holdings Ghana Limited | Tema, Ghana

- Managed daily sales recording and reporting. Managed petty cash disbursement and reconciliations.
- Handled company scrap sales and cash management.
- Processed payments using payment vouchers and assisted with withholding tax processing and payments.
- Assisted with clerical duties.

OCTOBER 2020- OCTOBER 2021

Invigilator and Script Checker – Seasonal | West Africa Examination Council | Accra, Ghana

- Invigilated and checked examination scripts for the West Africa Schools Certificate Examination (WASCE) and the Basic Education Certificate Examinations (BECE) from 2020 to 2022 academic years.

EDUCATION

MSc Accounting and Finance | Kwame Nkrumah University of Science and Technology (KNUST) — 2025 – 2026

Bachelor of Science in Accounting | University of Professional Studies, Accra (UPSA) — 2017 – 2021

High School - Business | OLA Girls Senior High School – 2013-2016

CERTIFICATIONS

- Institute of Chartered Accountants Ghana – Student (Level 3)
- ALX Virtual Assistant Program
- Nestlé Sustainability E-Learning

REFEREES

Upon request