

NASIBA S. AWINI

Accra, Ghana | +233 55 652 4449 | nasiba.sawini@gmail.com | linkedin.com/in/nasiba-s-awini-ab36a129/

PROFESSIONAL SUMMARY

Accounting & Finance graduate with practical experience in financial accounting support, tax administration, audit documentation, reconciliation procedures, records management, client service, and data analysis through an internship with the Ghana Revenue Authority. Proficient in Microsoft Excel with strong numerical accuracy, organization, attention to detail, and communication skills. Additional exposure to financial transactions, operational risk, regulatory compliance, and issue resolution through Goldman Sachs and Bank of America job simulations.

CORE SKILLS

Financial Accounting • Account Reconciliation • Financial Analysis • Microsoft Excel • Financial Reporting • Audit Support • Tax Administration • Documentation Management • Data Analysis • Regulatory Compliance • GITMIS • MS Office • Numerical Accuracy • Organization • Attention to Detail • Communication

PROFESSIONAL EXPERIENCE

Ghana Revenue Authority (GRA) — Accounting & Finance Intern

Accra, Ghana | June 2025 – August 2025

- Rotated across five departments, gaining practical exposure to tax administration, financial accounting, client service, audit, and compliance.
- Maintained and organized taxpayer records to support accurate, accessible, and well-documented financial and administrative records.
- Processed tax relief applications and performed data entry using Microsoft Excel, applying accuracy and attention to detail to financial information.
- Assisted taxpayers with payment and reconciliation procedures using the GITMIS platform.
- Responded to taxpayer enquiries and supported day-to-day client service operations through clear and professional communication.
- Reviewed and verified audit documentation to support compliance and internal audit processes.

FINANCE JOB SIMULATIONS

Goldman Sachs — Operations Job Simulation (Forage) | August 2026

- Analyzed financial transaction data to identify issues affecting trade settlements and asset transfers for high-net-worth clients.
- Identified documentation, funding, compliance, technical, and approval issues and mapped them to appropriate internal teams.
- Applied operational risk management and regulatory compliance principles to assess transaction risks and mitigation actions.
- Prepared a Trade Fail Report documenting issues, actions, teams involved, risk assessment, mitigation strategies, and follow-up recommendations.

Bank of America — The Private Bank Job Simulation (Forage) | July 2026

- Completed a practical job simulation based on the Private Bank environment, gaining exposure to financial services and client-focused decision-making.
- Applied financial analysis and problem-solving skills to simulated client and wealth-management scenarios.
- Developed insight into assessing client needs and supporting appropriate financial solutions.
- Strengthened skills in financial analysis, client relationship management, attention to detail, and professional communication.

EDUCATION

University of Professional Studies, Accra (UPSA) — Bachelor of Science in Accounting and Finance | August 2026

TECHNICAL SKILLS

Microsoft Excel | MS Office | GITMIS | Financial Analysis | Financial Accounting | Data Analysis | Financial Reporting | Audit Support | Documentation Management | Power BI (Learning) | AI for Finance (Learning)

PROFESSIONAL SKILLS

Communication | Client Service | Problem Solving | Analytical Thinking | Teamwork | Time Management | Organization | Attention to Detail | Numerical Accuracy