

Bernard Duah Aning

GENERAL OPERATIONAL STAFF

Experienced operational staff with over 4 years' record in general day to day operational work with a solid understanding of legal procedures of banking and finance.



WORK EXPERIENCE

OPERATIONAL STAFF

Amansie Rural Bank PLC

2016 - 2022

- Preparing monthly reports and bank reconciliation.
- Preparing cash transaction and suspicious transaction reports on daily and monthly basis.
- Posting of treasury at the end of every business day to make sure cash at hand balance with the system and vault.
- Responsible for daily withdrawal of international money transfers by customers on daily basis.
- Managing cash supplies, balancing cash drawers, and reconciling discrepancies.
- Resolving customer concerns and issues related to operational matters.
- Maintaining accurate records of transactions and customer interactions.
- Keeping records and balancing of stationery stock.

EDUCATION BACKGROUND

GHANA BAPTIST UNIVERSITY COLLEGE

Business Administration, Accounting

2020-2022

ADVENTIST SENIOR HIGH SCHOOL

General Arts

2010-2013

REFERENCES

- Paul Kwamina Dantse +971524770462
- Linda Amowi +233547578742

RELEVANT SKILLS

- Accounting
- Microsoft Office
- MICR Cheque Requisition Software
- T24 Banking Software

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