

Sharif Adam

United Arab Emirates (UAE)

Ras Al Khaimah

(+971508200924)/ (+233543205006)

Adamsharif1@yahoo.com

Nationality: Ghana	Date of Birth: 19 th August, 1993
Marital Status: Married	Language: English, Hausa, Akan Arabic-read but cannot speak.
Religion: Islam	Hobbies: Playing of Football and Table Tennis, Reading of Quran.

Educational Background

Institution	Year	Certificate
Ho Polytechnic (Ho Technical University)	Sept 2012-June 2015	HND Accountancy
Kpedze Senior High	Sept 2008- June 2012	West African Senior School Certificate Examination (WASSCE)

Other Training

Institution	Year	Certificate
Access Management Consult	2017	Executive Certificate (Banking operation)

Work Experience

July 2018 – Till date

Al Amal General Trading (UAE)

Sales Person.

Duties

- Meeting the prospects, presenting and demonstrating the products, inducing the prospects to buy, taking orders and effecting sales.
- Guiding the buyers to buy what they want.
- Collecting of outstanding bills relating to goods sold.
- Arranging for packing and delivering.

September 2015- August 2016

Korle-Bu Teaching Hospital (Ghana)

Accounts/ Claim Processing Officer.

Duties

- Assisted Finance Officer with preparing accurate and timely weekly claim reports.
- Entered data into database software.
- Issued receipts to patients accurately.

August 2014- September 2014

July 2013 - September 2013

National Health Insurance Scheme (Ghana)

Claim Officer.

Duties

- Checked the treatment protocol.
- Validated claims from community pharmacies.
- Validated claims from diagnostics centers.
- Vetted over six hundred claims accurately from the hospital.

Honors/Achievements

- Audit Committee Member – Ghana Muslim Students' Association, Ho Polytechnic (2013-2014).
- Dining Hall Prefect, Kpedze Senior High (2011-2012).

Personal Attributes

- An honest person who has the ability to accept ideas and give judgment.
- A persuasive person who has good communication skills.
- A person who has the ability to complete work on schedule.
- Ability to type fast and good numeracy skills.
- A calm person who has the ability to work in a team.

Information Technology Skills

Microsoft office word and Excel.

Referees

1. Al-Hassan Barikisu
Korle-Bu Teaching Hospital
Finance Officer
(+233) 244791315 / (+233) 0264791315.
2. Mr. Justice
National Association of Local Authorities of Ghana (NALAG)
Accountant
(+233) 244601313