

Emmanuel Nii Odartey Lamptey

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WORK EXPERIENCE

Simia Wall

Accounts Assistant

London, UK

January 2015 – Present

- Presenting published accounts under IFRS 102 using computer assisted programs
- Planning, completing and submitting financial statements for micro entities across a wide range of sectors
- Provided problem-solving assistance on related client account queries from sole proprietors to limited companies
- Preparing and submitting yearly tax returns on behalf of high net worth clients as per UK statutory requirements
- Computing input/output VAT
- Acting as a liaison by obtaining and relaying information to and fro clients, Companies House and HMRC
- Conducting current and prior year adjustments to cash books, ledgers and bank reconciliations

Societe Generale

Operations Intern

Accra, Ghana

June- August 2011

- Opened up to fifteen new bank accounts including savings and current accounts
- Accessed loan applicants' eligibility for loan approvals that led to further disbursements
- Engaged in general customer-intended product marketing
- Participated in staff meetings and other customer focused procedures

RELEVANT EXPERIENCE

IHF Clothing

Founder & CEO

January 2013 – Present

- Set up an Afro-western fashion brand with a 64 page business plan and primary aim of promoting African inspired fashion through the youth (www.ihfclothing.com)
- Carried out a sample test marketing in the UK by supplying various groups and individuals with pre-ordered products which yielded about 80% positive feedback.
- Liaising with other upcoming brands to organize fashion shows and events including *Rip the Runway Ghana* to propagate youth in fashion
- Subcontracting local Ghanaian *kente* manufacturers, tracking and managing consignments to get them to customers through online channels and social network platforms
- Dealt with Bangladesh based upholstery manufacturers to design sample shirts for potential big orders

Off Campus Field Practice

Mentee

Saltpond, Ghana

September-December 2012

- Held interactive business management lessons to first and second year business students at the Mfanstiman Girls' Senior High School
- Set end of term exam questions in the curriculum guided subject of business management for students that yielded outstanding results

Eagles Flight Services

Sales & Promotions Agent

Cape Coast, Ghana

2012 – 2013

- Contracted to act as a sales agent to focus on getting university students registered for summer holiday travel and tours via word of mouth marketing

VOLUNTEER & ORGANIZATION INVOLVEMENT

London International Model United Nations

Delegate

- Represented a Middle Eastern country in a debate on promoting urbanization and the UN-REDD program
- Contributed in drawing up two draft resolutions

BPP University

Student Staff Liaison Committee (SSLC) Member

- Was selected to represent my tutor group at the student staff committee level
- Advocating colleagues' views at meetings with program leaders and staff
- Promoting careers, pro bono events and initiatives to fellow students

HOTRIC Charity Shop

Voluntary Stock Auditor

London, UK

July 2013 – Present

- Performing stock taking on a monthly basis, interpreting inventory figures into charts and tables to control in/outflow of stock
- Monitoring sales against stock availability using an online system called EPOS.
- Given strategic advice and helped implement them in the shop. These span across marketing to finance

University of Cape Coast - KN Hall

Planning Committee Member

Cape Coast, Ghana

August 2012 – June 2013

- Part of a six-member committee that took executive student decisions including drawing of financial budgets, planning hall week events and serving as a mouthpiece for students (Certifications available upon request).

Ebenezer Baptist Church

Youth Vice President

Accra, Ghana

2010

- Coordinated purpose driven youth events where other youth groups were invited to participate.
- Principal speaker at a youth program dubbed *Youth and Technology* where a talk was given on the impacts of technology on the modern day youth.

EDUCATION

Chartered Institute for Securities & Investment

Affiliate Member – Capital Markets

BPP Business School

ACCA F1-F9

Cardiff Metropolitan University

MBA Finance

2015

University of Cape Coast

B.Ed. Business Management

2013

SKILLS, ACTIVITIES & INTERESTS

Licenses & Technical Skills: Microsoft Office (Excel, Word, PowerPoint), VT Accounts, Tax Filer, Sage, Analytical skills, fluent communication, conscientious research skills, publications and article writing (works and references available upon request)