



## VICTOR JUSTICE FOWLER

**Date of Birth:** 21<sup>ST</sup> July, 1996 **Contact Number:** (+233) 541557362

**Email:** [calvinbbil21@gmail.com](mailto:calvinbbil21@gmail.com) **Nationality:** Ghanaian

**Gender:** Male **Home Address:** f724/3 1<sup>st</sup> Otwise street South-La

### **Personal Profile Statement:**

A loyal, adaptable, responsible and upright young man. Dedicated accounting assistant skilled with managing bookkeeping operations and reconciliations. Known for effective communication and teamwork, successfully resolving discrepancies and supports audits to enhance financial integrity. Hardworking employee with customer service, multitasking and time management abilities. Devoted to giving every customer a positive and memorable experience.

### **Career Objective:**

To be a part of a reputable organization where I can utilize my skills and talents to contribute effectively and grow professionally. I am open to explore and divert into new fields of profession, also ready to learn.

### **Educational Background:**

**2009 - 2013:** I completed and graduated high school from Accra High School.

**2015 - 2017:** I completed and graduated tertiary diploma level from the University of Professional Studies, Accra (UPSA) with a certificate in Accounting.

**2018 - 2021:** I completed and attained my bachelor's degree of Science in Accounting from the University of Professional Studies, Accra (UPSA).

### **Employment Background:**

**Croupier:** Delfino Entertainment Limited - (Sept. 2013 – July 2020)

86 Casino - (August 2020 - February 2022)

- Managed table games to create engaging experience and enhance player satisfaction.
- Monitored player behavior to maintain a safe and respectful environment.
- Handle cash transactions accurately, ensuring timely, payouts and exchanges.
- Collaborated with team members to streamline game flow and improve customer interaction.
- Trained new croupiers on game rules and procedures to ensure operational consistency and quality.

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- Monitored game activities on assigned table for compliance with established policies and procedures.
- Calculated odds and payouts to effectively distribute and collect bets at the close of each hand.
- Dealt cards in various games, ensuring fair play and adherence to rules, regulations and procedures.

**Accounting Assistant:** Intercom Programming and Manufacturing Company  
(March 2022 - February 2026)

- Supported month end closing procedures and reconciliations to maintain accurate financial reporting.
- Verified invoice for accuracy and compliance with company policies to ensure timely payment.
- Updated and organized financial records using accounting software system for effective data retrieval.
- Prepared reports on financial transactions for management review.
- Assisted with accounts receivables activities such as invoicing and deposits.
- Managed daily bookkeeping functions with attention to accounts receivables, accounts payable, reconciliation and disbursement.
- Reconciled bank accounts on a regular basis.
- Monitored the general ledger system to ensure accurate recording of all transactions.
- Research discrepancies between invoices, purchase orders and packing slips.

**Skills and Strengths:**

- Bank reconciliation
- Invoicing and collections
- Account evaluation
- Cost accounting
- Bookkeeping operations
- Accounts payable
- Strong communication skills

**Reference:**

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I declare that the above information is true to the best of my knowledge.