



# GEORGE DAGADU

## PROFESSIONAL SUMMARY

Experienced banking professional with superior attention to detail and high ethical nature. Dedicated to maintaining optimal security and customer satisfaction while meeting ambitious sales targets. Well-versed in industry regulations and asset protection strategies.



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Dubai, UNITED ARAB EMIRATE

## EDUCATION

Bachelor of Business  
Administration: ACCOUNTING  
**UNIVERSITY OF CAPE COAST,**  
GHANA, September 2017 -  
August 2021

Higher National Diploma:  
Accountancy  
**HO POLYTECHNIC,** GHANA,  
September 2014 - July 2016

## LANGUAGES

English

Native

## WORK HISTORY

August 2021 - June 2022

**FIRST ATLANTIC BANK - BANK TELLER , ACCRA, GHANA**

- Consistently met service quality targets by maintaining in-depth knowledge of bank products, services and best practices.
- Oversaw all transactional services, including bank deposits, monetary withdrawals, financial transfers and handling an average of GHC2,000,000.00 daily.
- Placed orders for customer checks and verified starting numbers.
- Recording transactions, which involves logging checks and preparing transaction reports
- Reconciling cash drawers
- Opening new accounts and helping with loan applications
- Exchanging foreign currency
- Promoting the bank's products and services

June 2019 - March 2021

**GUARANTY TRUST BANK - Accounting Clerk, HO, GHANA**

- Followed documentation procedures to maintain robust recordkeeping system.
- Improved data consistency by identifying and eliminating inaccuracies.
- Created and edited spreadsheets to present complex data using Microsoft Excel.
- Completed end-to-end process payroll for employees to meet strict deadlines.
- Implemented cash flow management strategies to help minimize errors.
- Resolved invoices queries and raised credit notes by communicating clearly and professionally.
- Verified invoices against purchase orders to support smooth execution of month-end processes.

## SKILLS

- Customer relationship development
- Customer service support
- Regulatory compliance
- Quality assurance management

- Cash drawer balancing