

Steve Brafo Yeboah

Finance and Administrative Officer (CUTS International, Accra)

Profile

Steve is a hardworking and self-directed team player, who is currently the Finance and Administrative Officer for CUTS Accra Centre. Steve establishes and maintains efficient administrative systems and control mechanisms to support the smooth running of the operations and ensure compliance with administrative, human resources and financial rules and procedures.

Experience and Skills

Steve had the opportunity to work with the Ministry of Food and Agriculture, specifically the Statistics, Research & Information Directorate (SRID) Ghana from the period Jan, 2011-May, 2011.

He also worked with the Adansi- South Health Insurance Scheme as a National Service personnel from the period Oct 2011 - Nov 2012 where he was responsible for registering, renewing and issuing clients NHIS cards into the NHIA data base.

Since joining CUTS Accra with its Office inauguration on August 2013, Steve with the help of the CUTS team has managed in setting up CUTS Accra office in Ghana.

He has been part and assisted in CUTS Projects as well as organizing and participating in several programs and event been organized by the Centre. Which includes

- Assisted in organizing a successful World Consumer Rights Day event for the years 2014 to 2018
- Assisted in organizing a successful World Competition Day event for the year 2014 to 2018
- Assisted in organizing a successful Capacity Building for Members of the Judiciary on
(Towards a Functional Competition Regime in Ghana, under the Competitions Reforms in Key Markets for Enhancing Social and Economic Welfare in Developing Countries (CREW project) in Accra
- Assisted in organizing capacity building workshop and focus group discussion as part of a project on ‘Fiscal Policies to Tackle Inequalities’

- Facilitated in Building the capacities of 25 MMDAs on how to maximize revenue from property rates with support from OXFAM Ghana.
- Participated and assisted in organizing a successful workshop on “A Functional Competition Regime in Ghana” for three different Parliamentary Select Committees. (Local Gov’t and Rural Dev’t, Roads and Transport, Trade and Industry,) among others.

Position: Finance and Administrative Officer

Email: accra@cuts.org

Date of Joining: August 23, 2013

Nationality: Ghanaian

Languages:

- English (Fluent)
- Ga (Fluent)
- Akan (Mother tongue)

Areas of Interest: Record Management •Business Administration •Management Accounting •Strategic Management

Key skills:

- Good understanding of bookkeeping procedures
- Good interpersonal skills
- Strong team-player with ability to work in virtual teams
- Ability to work and communicate effectively with a broad spectrum of individuals.
- High level of good organizational and administrative skills with an ability to work well under pressure,

Qualification

Bachelor of Science in Business Administration from the Central University, Accra Ghana