**SENHIT**

**SENHIT.126510@2freemail.com** ****

Career Objective

To obtain a challenging position in **accounting and finance** in a well-esteemed organization which will enable me to apply my professional experience and skills there by achieve the objectives of the organization and my career goals. I believe that my professional, functional and communication skills will enable me in facing the challenging career ahead.

Professional Experience:

**ZARA GENERAL TRADING FZCO Dubai, UAE**

*ACCOUNTANT* *April 2012- Present*

* Establish computerized system of accounts and maintained financial databases using

 Tally Erp.9 and Focus software.

* Confirmation of completeness of source documents.
* Prepare cash and sales report of Sister Companies.
* Prepare monthly cash book and account reconciliation of head office.
* Monthly Payroll preparation.
* Control company payables and receivables.

* Manage insurance payments and maintain records on all insurance issues concerning staff and property.
* Prepare cash budget and cost sheet.
* Analyze and prepare consolidated financial statements.

**KIDANE TAREKE AUDIT FIRM** **Asmara, Eritrea**

*Auditor (Partime)**September 2004 to August 2009.*

* Audited accounting documents as grant forms, invoices, bills, and reimbursement claims for accuracy, completeness and compliance with procedures.
* Reviewed documents and assembled financial statements.
* Assessed compliance with financial policies and controls.
* Identified compliance issues, inefficiencies and process weakness.

**University of Asmara Asmara, Eritrea**

 *Graduate Assistant* *September 2004 to August 2009*

* Prepared overheads/handouts.
* Reviewed literature/textbooks.
* Presented lectures- on principles of Accounting I & II, Government Accounting, Financial Accounting I & II and Tax accounting.
* Prepared lecture materials, proctor exams and facilitate discussion.
* Provided office support to senior lecturers in various setting.

Education

* **Zhongnan University of Economics and Law** **China**

*Masters with Accounting Concentration****,*** *2011*.

* **University of Asmara,** **Eritrea**.

*B.A. Accounting with Honors****,*** *2005*

**IT Skills**

* Microsoft office Applications: Word/Excel/Access/Powerpoint
* Accounting Package: Peachtree Accounting Software, Tally ERP.9 and FOCUS
* Statistical and Mathematical Packages: SPSS/ E-views.

**Leadership Qualities & Achievements**

* Recipient of Accounting Graduate Assistant Excellence Award, College of

 Business and Economics, University Of Asmara, (Summer 2007).

* Recipient of Semester Academic Merit Award (GPA > 3.50), Department of

 Accounting, University Of Asmara, (Fall and Spring of 2002 and 2003).

* Recipient of Major Degree Academic Award (Distinction: GPA > 3.25), in the

 graduating class of July 2005, Department of Accounting, University of

 Asmara.

* Certificate of appreciation from the’ National Union of Eritrea Women’.

**Personal Details:**

Date of Birth : 17.11.1983

Nationality : Eritrean

Marital Status : Married

Languages : English, Tigrigna, Amharic & Chinese

Visa Type : Employment Visa