245865@gulfjobseekers.com

Gender: **Male**

Date of Birth: **11 August 1990**

Nationality: **Eritrean**

Profession: **Accounting**

Driving License: **International**

Visa Status: **VISIT VISA**

**OBJECTIVE:**

* To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career; and utilize my excellent analytical and technical skills to improve the company’s profitability.

**EDUCATIONALBACKGROUND:**

**BA Accounting,**

**University of Asmara,**

Asmara, Eritrea: 2008 - 2012

**Diploma**,

**Asmara Comprehensive Secondary School**,

Asmara, Eritrea: 2006 - 2008

**KEY SKILLS AND CORE COMPETENCIES:**

* Proficient in IT SKILLS
* Profound Knowledge on Accounting;
* Auditing planning, assessment and implementation;
* Ensuring that jobs are done to the highest possible professional standards;
* Manage & prioritize busy workload under pressure and deliver high quality results.
* Strong attention to detail;
* Communicate and present confidently
* Passionate for continuous learning
* Ability to function in a fast-paced environment;
* Accounting Computer System Peachtree, Tally

**PROFESSIONAL EXPERIENCE:**

**Position: Junior Accountant**

**Period: form – 2012 to 2014**

**Organization: Kessete Medhanie CPA .Tel-002917197476, Asmara Eritrea**

• Conduct comprehensive financial audits and agreed-upon procedures.

• Perform analytical procedures/analyses to detect unusual financial statement relationships.

• Perform internal control and substantive testing.

• Identify and communicate accounting and auditing matters to seniors and managers.

• Propose adjusting journal entries and discuss audit findings with clients.

• Prepare (Provided by Client) lists and confirmation requests.

• Document audit procedures and cross reference work papers.

• Create management representation letter comments and recommendations and draft audit reports for management review.

• Coordinate entrance/exit conferences.

• Draft audit reports for review by the lead auditor and senior managers.

• Identify any gaps in controls and make practical recommendations.

• Prepare and verify financial statements.

• Maintain and audit company financial records.

• Oversee budget and financial management.

• Perform duties related to bookkeeping, preparation of government audits, taxes, and financial planning.

• Recommend fiscally advantageous methods to save money.

• Work with tax returns and analyze financial information to ensure taxes are paid on time.

**Position: Accountant**

**Period: from 2014 to Aug 2015**

**Organization: ERIANGO COMERCIO GERAL LDA , Rua Direita da Kianda-Kicolo No.581 LUANDA – ANGOLA**

• Prepared reconciliation for various general ledger accounts:

• Analyzed financial information detailing assets, liabilities, and capital.

• Prepared incentive calculation and financial statement.

• Planned budget expenditure; control cash flow and cost.

• Maintained customer ledgers.

• Reviewed and adjusted general ledgers.

• Conducted periodic inventory audits.

• Assisted in preparing payroll and pay check distribution.

• Maintained and updated automated financial data systems;

• Reconciled input and output figures for same.

• Maintained and updated payables function for general ledger processes.

• Procured office equipment and supplies in coordination with external vendors.

• Preparing monthly journal entries and posting to the general ledger upon approval.

• Preparing information requests, and analysis/reports using various system reports and querying multiple firm databases.

**PROFESSIONAL TRAINING COURSES:**

* ACCA studying F5 and it is expected to be completed Dec.2016

**LANGUAGE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Speak** | **Read** | **Write** | **Understand** |
| Tigrigna | **Mother Tongue** |
| English | Excellent | Excellent | Excellent | Excellent |
| Portuguese | Fair | Fair | Fair | Fair |
| Arabic | Very Good | Poor | Poor | Good |

**REFERENCES: WILL BE PROVIDED UPON REQUEST**