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| Nationality: Cameroonian  Marital status: Single  Date of birth: 17/5/1991  Visa status: Tourist  Level of Education: **ACCA FINALIST, MBA STUDENT, BSc (Hons)**  **CAREER** **OBJECTIVE** |  |
| Developing a career in accounting, finance and business management with the objective of delivering high quality services through commitment, clear thinking and dynamism.  **SKILLS AND COMPETENCES**   |  |  | | --- | --- | | * Financial reporting (IFRS, IAS, OHADA). * Audit and Assurance standards (ISA). * Internal control procedures. * Bank reconciliation. * Asset management. * Budget control and variance analysis. * Strategic business planning and development techniques * Management information system | * Account Payable and Receivable accounting. * Budget control and variance analysis. * Excellent interpersonal skills, Team building skills * Well developed accounting skills, Analytical and problem solving skills * Group coordination * Attention to detail and high level of accuracy, Effective organizational skills * Manage tension and stressful environment. |   **PROFESSIONAL EXPERIENCE: 4 YEARS +**  **Centre for Integrated Action for the Alleviation of Poverty (** December 2015 to February 2016)  Finance and Administrative trainee  Responsibilities   * Designed, prepared and managed the charts of accounts. * Developed and put a good financial reporting system which ensured that funds were being used for the purpose intended, ensuring accountability to donors. * Came up with internal controls and ensured all internal controls were being respected. * Worked with heads of departments and supervisors in coming out with effective budgets for their departments. * Ensured that the organization’s financial objectives in relation to various activities are well achieved * Built-up the organizations budgets and prepared power points for presentation to management and donors. * Carrying out regular budget controls and expense claims. * Carrying out of month end close and preparation of monthly financial reports. * Petty cash control and bank reconciliation. * Review of supplier’s files and management of account payables.   **Absolute Advantage Consulting** (October 2015)  Consultant  Responsibilities  Trained the finance team of the Bishop’s House; Diocese of Buea on audit. A training program that covered:   |  |  | | --- | --- | | * Importance of audit * Code of ethics and threats to ethics * Audit report * Internal audit | * Planning, risk and materiality * Audit evidence * Audit quality control |   **ANUCAM EDUCATIONAL BOOKS PLC** (September to October 2015)  Finance Assistant  Responsibilities   * Carried out weekly stock reconciliation. * Prepared monthly financial statement and report for management. * Reviewed customers accounts, ensured their balance was up-to-date. * Carried out monthly bank reconciliation * Management of fixed assets register and ensured all assets had the correct NBV according to IAS 16. * Carried out age analysis of all receivables and payables. * Ensured all invoices to customers were correct and ensured constant follow up of invoices. * Ensured all supplier invoices met all the company procedures before booked in the system for payment. * Assisted Internal audit team to carry out a cost value analysis of the books produced at the printing press. * Designed an excel template to record and track all delivery notes, invoices and vouchers. * Prepared report for management on the cost value analysis carried out at the new printing press.   **NKONG CREDIT FOR DEVELOPMENT (**March 2014 to August 2015)  **Accountant**  **Responsibilities**   * Daily cash entries and disbursement of cash * Updating the passbooks/accounts of members * Payment of petty expenses and updating the petty cash book * Preparation of company financials * Bank / branch reconciliation * Daily cash reconciliation with cashier * Quarterly loan recovery with loan officer * Preparation of annual budget * Monthly Stock control and cost analysis * Risk assessment and recommendations * Authorization of expenditure * Planning and Payment of taxes, banking transactions. * Receivables, payables and Asset management   **TOLE TEA COOPERATIVE CREDIT UNION Ltd** (January 2011 to February 2014)  Accountant  Responsibilities   * Prepared credit unions monthly and annual budget and financial statements. * Carried monthly bank and inter-branch cash reconciliation. * Reviewed daily cash reconciliation with cashier. * Calculation of credit unions loan situation and come up with recovery strategy with loan officer. * Calculate the loan delinquency rate of the credit union assess the risk the credit union is exposed to and report to management. * Carry out expense controls and cost analysis for credit union. * Preparation of month personnel and advance company tax and declare at tax office. * Review of the imputation of daily accounting transactions into the system and daily cash count from accounts assistant of all branches. * Payment of petty expenses, updating the petty cash book and review of petty cash transactions.   **Other practical experience**  As one of the requirements for the award of a BSc (Hons) in applied accounting by **OXFORD BROOKES UNIVERSITY, ENGLAND** I did an analysis of the business and financial performance of Samsung Electronics from 1/01/2012 to 31/12/14 by applying SWOT and ratio analysis using LG Electronics as my benchmark. I pass my research report  **EDUCATION**   |  | | --- | | **YEAR INSTITUTION** **QUALIFICATION** |   2015-till date University of Mysore, India MBA in Finance and Project Management  2010-till date ACCA UK Professional Level  2010-2015 Oxford Brookes University, UK BSc Hons in Applied Accounting  2010-2014 Institute of Management and Financial Accounting ACCA Advanced Diploma and Diploma in Accounting and Business  2007-2009 Presbyterian Comprehensive Secondary School (PCSS) G.C.E. A-Level Commercial  2002-2005 Presbyterian Comprehensive Secondary School (PCSS) G.C.E. O-Level  **TRAININGS**  **February 2016: Young African Leaders Network (YALI) (**Fundamentals of Starting and Running a Business, Fundamentals of Business Expansion, Basics of Public-Private Partnership, Strengthening Public Sector Service, Strategies for Personal Growth and Development, Workforce Collaboration and Development,  Management Strategies for People and Resources)  **TECHNOLOGY**  **Microsoft Word, Excel, and Power Point, APLHA, QUICKBOOKS**  **LANGUAGUES**  **ENGLISH (EXCELLENT) FRENCH (GOOD)**  **First Name of Application CV No:** **1657272**  Whatsapp Mobile: +971504753686  Description: New_logo.gif | | | |