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| Nationality: CameroonianMarital status: SingleDate of birth: 17/5/1991Visa status: TouristLevel 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**

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| * 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.
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**PROFESSIONAL EXPERIENCE: 4 YEARS +****Centre for Integrated Action for the Alleviation of Poverty (** December 2015 to February 2016)Finance and Administrative traineeResponsibilities* 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 ResponsibilitiesTrained the finance team of the Bishop’s House; Diocese of Buea on audit. A training program that covered:

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| * Importance of audit
* Code of ethics and threats to ethics
* Audit report
* Internal audit
 | * Planning, risk and materiality
* Audit evidence
* Audit quality control
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**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**

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| **YEAR INSTITUTION** **QUALIFICATION** |

2015-till date University of Mysore, India MBA in Finance and Project Management2010-till date ACCA UK Professional Level2010-2015 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 Business2007-2009 Presbyterian Comprehensive Secondary School (PCSS) G.C.E. A-Level Commercial2002-2005 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 |