**CURRICULUM VITAE**

**IDENTIFICATION**

**NATIONALITY**: CAMEROONIAN

[Nguimfack.296147@2freemail.com](mailto:Nguimfack.296147@2freemail.com)

**COMPETENCE**

**Accounting;**

* Mastery of accounting software ‘tally’,
* Working with spreadsheets, [sales and purchase ledgers](http://www.totaljobs.com/careers-advice/job-profile/finance-jobs/purchase-ledger-clerk-job-description) and journals.
* Preparing statutory accounts.
* Calculating and checking to make sure payments, amounts and records are correct.
* Tax declarations,
* Bank transactions and many others.
* Sorting out incoming and outgoing daily post and answering any queries.
* Managing Petty cash transactions.
* Controlling credit and chasing debt.
* Reconciling finance accounts and direct debits.

 **Budgeting and Project Management;** Optimizing and matching forecasted budgets to realizations while taking measures towards lapses.

 **Stock management;** prepares account for inventory and inventory follow up by FIFO and other recommended methods as might be required.

 **Team Management;** Setting up and animation of a management systems Team spirit, work attribution with a rational objective of product optimization relative to time, energy and other constraints.

 **RESTAURATION** (hostess, waiter, Cleaner): welcoming, humble, caring, understanding and entertaining, and can cook good food.

**INTENSHIPS DONE**

**AUGUST 2011- OCTOBER 2011**: Internship with the management of SOCAEPE petrol station Santa.

**AUGUST 2013- SEPTEMBER 2013**: Internship with AZIRE COPERATIVE CREDIT UNION Douala 2

**PROFFETIONAL EXPIRIENCE**

 **FEBUARY 2009 – JUNE 2009:** Laboratory assistant GBHS Santa

 **JULLY 2009 – NOVEMBER 2009**: Cleaner/Waiter at CITY BEACH Hotel Bamenda,

 **JULY 2010**: holiday job as packer (manutension) at BROLI Douala,

 **JULY 2010 - OCTOBER 2010 AND JUNE 2012 – NOVEMBER 2012**: FARM ESTATE SANTA as a farm manager for cultivation of Irish potatoes, carrots, cabbages corn and beans.

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| **YEAR** | **INSTITUTION** | **CERTIFICATES OBTAINED** |
| **2015** | University of Douala | Bachelor’s Degree in Management Accounting |
| **2014** | Galaxy Auto Ecole Douala | Driving license |
| **2010** | NDIMBA COMPUTER CONSULTANCY SANTA | Computer software |
| **2009** | Government Bilingual High School Santa | G.C.E Advance level |
| **2007** | Government Bilingual High School Santa | G.C.E Ordinary level |

 **OCTOBER 2012 TO NOVEMBER 2013**: AUDITOR COMMON WEALTH CLUB UNIVERSITY OF DOUALA, BILINGUAL COORDINATOR IN THE STUNDENT UNION FACULTY OF ECONOMIC SCIENCE AND APPLIED MANAGEMENT UNIVERSITY OF DOUALA.

 **WITHIN SCHOOL YEARS;** lesson repetition to some primary pupils and secondary school students at their homes.

 **JANUARY 2014 TILL DATE**; Account Assistant in STE SONAM CAMEROUN LTD SARL

**ACADEMIC CERTIFICATES**

**LANGUAGES**

 ENGLISH; can understand, speak, read and write very well.

 FRENCH; can understand speak, read and write well.

 Indian, can understand a little.

**COMPUTER LITERACY**

 Excellent in Microsoft Excel, Word, Publisher, Power point and internet browsing, Tally ERP9.

**PLEASURE**

 Information Research, comedy and drama, Music, arts, watching TV, reading, sports.

**Others upon**

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