Resume

JOANIS

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# Personal Info

**DATE OF BIRTH : 23rd, March, 1987**

**GENDER : Male**

**VISA STATUS : Employment Visa**

**NATIONALITY : Sierra Leonean**

# Personal Statement

**Results focused, quality-driven with extensive expertise in handling accounting systems, finance, and operations management demonstrating consistent achievement of objectives, strong multi-tasking and service skills, and dedication to organizational goals. Analytical and logical thinker recognized for ability to handle various accounting and financial functions. Highly adaptable, at ease and effective in work situations requiring an ability to orchestrate multi-task levels of responsibility effectively. A team player with effective interpersonal and communication skills, adept at driving customer loyalty initiatives and productivity gains through effective and efficient customer relationship management.**

# Major responsibilities

* **Knowledge of weekly payroll, purchase and sales invoices, VAT and tax returns and bank**
* **Reconciliation.**
* **Quickly responding to queries relating to invoices and payments**
* **Handling incoming cash and posting it the relevant bank accounts.**
* **Ensuring all invoices are validated against relevant purchase orders**
* **Proficient in the use of computerised accounting systems and spreadsheets**
* **Accurately processing supplier invoices and credit notes**
* **Preparing Financial Statement, Balance sheet, Budgeting and Cash Forecasting when ever need it.**

# Professional Experience

**Company : BMA international Red Tag UAE**

**Designation: Regional Accountant UAE/ Qatar**

**Period : From 5TH March,2017 To Date**

**Duties:**

* **create appropriate GL where needed to ensure the integrity of the financial statement**
* **Keen ability to analyze cost control, providing timely and frequent financial information that supports corporate goals and objectives.**
* **co-ordinate and prepare budget and budgetary control reports**
* **Expertise in developing and delivering monthly, quarterly, and annual Profit and Loss statements and Balance Sheets for management within strict deadlines.**
* **Preparing monthly ,quarterly and year end financial statement**
* **Responsibly for monthly cash count and reconciling cash deposit to bank statement**
* **Preparing all local purchase order and expense control sheet**

**Company : Skye Bank Ltd, Banjul, The Gambia**

**Designation: Assistant Finance Manager**

**Experience: From 7th June, 2016 To 20th December,2016**

**Duties:**

* **prepare monthly, quarterly and year ends reporting schedules**
* **co-ordinate and prepare monthly management and financial accounts**
* **co-ordinate and prepare budget and budgetary control reports**
* **liaise with the external Auditors on audit and Examination issues**
* **cross training in the department to minimize operational risks to the bank**
* **undertake special projects and other duties as assigned**
* **responsible for month end balance sheet account reconciliation**
* **liaise with operations and ensure that regulatory returns are rendered as at when due**
* **responsible for the recording and updating of the Fixed Asset Register**
* **create appropriate GL where needed to ensure the integrity of the financial statement**
* **Ensuring the Integrity of the Financial Statement of the Bank at all time.**
* **Ensuring the Monthly Close of the General Ledger.**

**Company : Coca Cola, Banjul, The Gambia**

**Designation: Management Accountant**

**Period : From 1st September, 2013 To 30th May,2016**

**Duties:**

* **Performed accounts payable functions for construction expenses.**
* **Managed vendor accounts, generating weekly on demand cheques.**
* **Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable.**
* **Prepared company accounts and tax returns for audit.**
* **Coordinated monthly payroll functions for 200+ employees.**
* **Liaised with bankers, insurers and solicitors regarding financial transactions.**
* **Perform Inventory function and reporting on inventory count and expiration date**

**Company : Meridian consulting, Banjul, The Gambia**

**Designation: Account Clerk**

**Period : From 5th January,2010 To 27th December,2012**

**Duties :**

* **Comprehensive knowledge of accounting and auditing principles, A/P, A/R, payroll, general ledger postings, invoicing, taxation issues, and regulatory compliance guidelines.**
* **Expertise in developing and delivering monthly, quarterly, and annual Profit and Loss statements and Balance Sheets for management within strict deadlines.**
* **Keen ability to analyze cost control, providing timely and frequent financial information that supports corporate goals and objectives.**
* **Proven ability to identify and implement improvements to streamline processes and increase efficiency and productivity.**

# Skills

* **Accounting software: QuickBooks ,Sage, Tally, Accounting Excel, Flex cube**
* **Experience in All Kinds of Windows installation and troubleshooting, Computer Application like, Microsoft OFFICE (World, Excel, PowerPoint, Access, Outlook Express, and Microsoft Outlook)**
* **Excellent communications skills and able to liaise with customers & suppliers.**

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| **S.N** | **DEGREE** | **MAJOR** | **UNIVERSITY / COLLEGE**Qualification |
| **1** | **Association Of Chartered certified Accountant** **( ACCA)** | **Accounting** | **Grace College Banjul The Gambia****From 2rd Febuary,2010 To 8th January,2013** |
| **2** | **Certified Accounting Technician (CAT)** | **Preparing Taxation computations/Managing Finance**  | **Grace Collage Banjul The Gambia****From 10th July,2009 To 8 January,2010** |
| **3** | **Diploma Foundation in Accounting ( FIA)** | **Recording financial transition/Information for Management/Maintaining Financial Records/ Accounting for costs/Managing People and Systems/Drafting Financial Statements/Planning, Control &Performance Mgmt./** | **Grace Collage Banjul The Gambia****From 15th January,2008 To 8th July,2009** |
| **4** | **Information Technology (IT)** | **Computer Basic/Quick books/Sage/Tally/Accounting Excel** | **Grace Collage Banjul The Gambia****From 2nd April,2014 To 20th September,2015** |
| **5** | **High School Certificate** | **English / Math/ Business Mgt/Economic/Accounts/commerce/Agric science/Gen.Science** |  **Daddy Job Comprehensive school The Gambia****From 5th September,2003 To 23rd April 2006** |

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| **Language** | **Proficiency** |
| **Verbal Skills** | **Writing Skills** |
| **English** |  **Excellent** |  **Excellent** |

# Interests

* **Reading Newspaper, Magazines & Books.**
* **Football Playing**