**Curriculum Vitae**

**Name** :Neba, **ACCA Affiliate**

**Address**: Dubai-United ArabEmirates

**C/o-Mobile** : +971504973598

**Email** : neba.342041@2freemail.com

**Nationality** : Cameroonian

**Date of birth** :19/03/1987

**Gender** : Male

**Marital status** :Single

**Visa status** :employment visa

**Objectives:**Seeking a position in Finance where skills will be further developed and utilized.

**Summary:**

* Association Of Chartered Certified Accountants (ACCA) Affiliate
* Advanced Diploma in Accounting and BusinessACCA
* Certificate in Management of Software Accounting (Tally,Quickbooks and Peachtree)
* SAP Skills
* Proficiency in Ms office
* Strong analytical and communication skills

**Work Experience:**

**Date:**August2016 - January 2017

**Company:**Philip Morris International- Middle East

**Position:** Financial Analyst

**Responsibilities:**

* Examine the process flow of trade programs and identifying the control weaknesses
* Invoices verification and ensuring proper supportings
* Evaluating Proof of performance (pop)
* Analysing activities on different angles to understand the threat to actual flow of activities
* Liaise with the PMMS KSA finance team to understand the KSA work structure and flow
* Preparing debits and credit notes

**Date:**October 2012 – July 2016

**Company** : Securitas llc Dubai

**Position:**Administrative Assistant (Site:Robert Bosch)

**Responsibilities**:

* Update computer records
* Deal with incoming and outgoing post
* Stock take and re-order of office stationaries
* Document control .

**Date**: April 2008-January 2010

**Company**: National Port authority Credit Union-Cameroon

**Position**: Account Officer

**Responsibilities**:

* Maintaining accounting records, general ledger, trail balance and financial statements.
* Follow up receivables and payables and prepare the concerning reports
* Tracking budget expenses

**Education and Training:**

**Date and School :** September 2016, University of London

**Qualification to be awarded :MSc Professional Accountancy**

**Date and School :** June 2016, Lynchpin Financial Training- United Arab Emirates

**Qualification Awarded : ACCA Professional Level Certificate**

**Date and Schoo**l **:** June 2015, MAS Education Institute United Arab Emirates

**Qualification Awarded : ACCA Advanced Diploma in Accountingand Business**

**Date and School :** May 2013, Safi Training Centre Dubai-United Arab Emirates

**Qualification Awarded : Certificate in Management of Software Accounting**

**Date and School :** October 2012 Dubai Police Academy

**Qualification Awarded : Certificate in Security, Health and Safety and Customer care**

**Date and School :** February 2007, PI and JU Anglo axon College Yaoundé-Cameroon

**Qualification Awarded : Diploma in Computing**

**Date and School :** June 2005**,** University of Buea

**Qualification : ACCA Certificate in Accounting**

**Date and school :** June 2004, Progressive Comprehensive High School- Cameroon

**Qualification Awarded : GCE Advanced Level Certificate**

**Date and school :** June 2001, Presbyterian Secondary School Mankon-Cameroon

**Qualification Awarded : GCE Ordinary Level Certificate**

**Languages:** English and French.