**TABOT**



**POSITION : ACCOUNTANT**

**Nationality : Cameroonian**

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

**Email : tabot.342988@2freemail.com**

**Career Objective:**

A Professional Accountant Technician with Bachelor’s Degree Qualification and over 3years of experience as an Accountant.I am Proficient in handling accounts & finance activities encompassing GL, Payable / Receivables, Project Costing, inventory costing, Finalisation, Preparing of ledger book and Reconciliation statements. Well Versed, fully familiarized with office automation and environment, Insurance of properties and risk management. I am available immediately and ready to relocate if necessary.

**Academic Qualification:**

* Bachelor’s degree in Marketing (University of Bamenda) **June *2016***
* High School Certificate **June 2012**
* Ordinary Level Certificate **June 2010**

**Professional Qualification:**

* Global finance Certification
* Mutual guarantee certification
* Marketing Certification

**Key Skills**:

Experience in preparing Income Statements, Statements of Financial position, Cash Flow Statements and GL Accounts preparation,Working Capital Analysis and Capital Budgeting

Budgeting, Forecasting, Variance Analysis, Breakeven and Financial Analysis, Accounts Payable& Accounts Receivables, Payroll Management, Project Management, cost control, Internal Controls (SOX), External Auditors, Fixed Assets/Inventory management and Data entering skills,

Insurance of (properties, life, and health), and Risk management

**IT and other skills:**

Advanced knowledge of Microsoft Officeapplications (Word, PowerPoint, outlook and Advanced Excel) Proficient in Advanced QuickBooks and Traverse accounting software,Excellent verbal, written and interpersonal skills

Reliability, Self-Commitment & Motivation, Team Building, Self-Development, Managing Diversity,

**WORK EXPERIENCES**

**Accountant**

**Global Finance company, Bamenda - Cameroon December 2013 – June 2014**

* Preparing and recording asset, liability, revenue, and expenses entries by compiling and analysing account information
* Maintain and balance subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies
* Maintain general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries
* Summarize financial status by collecting information; preparing balance sheet, profit and loss, and other statements
* Produce payroll by initiating computer processing; printing checks, verifying finished product. Complete external audit by analysing and scheduling general ledger accounts; providing information for auditors
* Secure financial information by completing database backups
* Protect organisation's value by keeping information confidential.

**Financial Accountant:**

**MUGFIC,Yoaunde, Cameroon November 2013 – November 2014**

* Review all invoices for appropriate documentation and approval prior to payment
* Calculate, post, correct, manage, and pay outstanding invoices.
* Prioritize invoices according to cash discount potential and payment terms
* Managing the credit control function, ageing debtor’s analysis and the management and monitoring of credit limits and reducing debtor’s days
* Audit and process credit card bills
* Match invoices to checks, obtain all signatures for checks and distribute checks accordingly
* Respond to all vendor/customer’s inquiries
* Reconcile vendor /customer’s statements, research and correct discrepancies
* Assist in month end closing
* Prepare statutory requirements and reports
* Analyzed monthly results and present analyses to senior management and investors on a quarterly basis.
* Lead financial appraisal of special projects and contractual relationships with all clients
* Maintain files and documentation thoroughly and accurately, in accordance with company policy using accepted accounting practices
* Posts and reconciles payments to the general ledger and other documents
* Provided weekly, monthly and quarterly statistics and reports concerning the business operations of the Company.

**Other Competences:**

**Language Skills**: **EnglishExcellent**and**French Fluent**

**Marital Status: single. Date of Birth: 10thfeb, 1994**