**PAULO**

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**PERSONAL SUMMARY**

I am a results driven, self-motivated and resourceful finance professional with rich skills and experience in financial reporting, financial accounting, taxation and financial management. Currently looking for a suitable finance position that offers variety and also opportunities to develop both personally and professionally while adding value to the organization I work for.

**SKILLS**

* Budgeting and forecasting
* Accounts Reconciliation
* Bank Reconciliation
* Fixed assets accounting
* General ledger accounting
* Accounts payable and receivable
* Cash Management
* Accounting computer applications
* Microsoft office suite
* Excellent communication

**EXPERIENCE**

 **Feb 2015 TO Date - AUTOMOTIVE MANAGEMENT SERVICES (AFGHANISTAN)- Finance Controller**

AMS specializes in providing Fleet Management Solutions to the Government and Defense, Aid and Development, and Private and Commercial sectors.

In Afghanistan it has been awarded a number of contracts by the USG for the maintenance of Afghan National police fleet and other government vehicles.

At AMS I am responsible for applying accepted accounting principles and procedures, analyze financial information, prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures.

 **main duties**

* Managing accounts payable and receivable, following with customers to make sure balances are cleared on time, review of supplier bank transfer vouchers in consideration of available funds and time.
* Compile and analyze financial information to prepare financial statements including monthly and annual accounts, ensure financial records are maintained in compliance with accepted policies and procedures and make certain all financial reporting deadlines are met.
* Oversee accurate and appropriate recording and analysis of revenues and expenses, collect and analyze financial information to recommend and develop efficient use of resources and procedures, provide strategic recommendations and maintain solutions to business and financial problems.
* Cash flow monitoring, budgeting, forecasting, resolve accounting discrepancies and irregularities, monitoring of expenses for all the sites that the project is running in Afghanistan.
* Site visit and site finance inspection to check and ensure the adherence of the organization’s financial policies and procedures.
* Prepare for financial audit and coordinate the audit process and ensure compliance with relevant laws and regulations and integrity of financial data.
* Preparing reports on use and utilization of funds received from the USG that are part of the final report-package for submission to defense contract audit agency on regular basis.

**JUNE 2011 TO Jan 2015 - AUTOMOTIVE MANAGEMENT SERVICES (AFGHANISTAN)-Parts Controller**

**MAIN DUTIES**

* Liaising with customers, suppliers and transport companies, planning, coordinating and monitoring the receipt, order assembly and dispatch of goods.
* Keeping stock control systems up to date and ensuring inventory accuracy, planning future capacity requirements, motivating, organizing and encouraging teamwork within the workforce to ensure productivity targets are met or exceeded and briefing team leaders on a daily basis.
* Maintaining standards of health and safety, hygiene and security in the work environment, overseeing the receipt and storage of incoming items, processing orders and planning the dispatching of products,
* Monitoring space, tracking stock levels and setting aside storage areas for new stock, maintaining automated storage and retrieval systems, ensuring security arrangements are in place.
* Scheduling equipment maintenance, replacing when required and monitoring and control of fuel usage.

**MARCH 2008-JUNE 2011 -NATIONAL FLOUR MILLS LLC (DUBAI**) **PART OF ALGHURAIR FOODS– ACCOUNTS PAYABLE ACCOUNTANT**

**MAIN DUTIES**

* Enter and upload invoices into system**,** review and verify invoices and check requests**,** sort, code, match and set invoices up for payment, correspond with vendors and respond to inquiries, research and resolve invoice discrepancies and issues, reconcile accounts payable transactions, and monitor accounts to ensure payments are up to date.
* Track expenses and process expense reports and prepare and process electronic transfers and payments.
* Post transactions to journals, ledgers and other records, prepare analysis of accounts, maintain vendor files, produce monthly reports, assist with month end closing and provide supporting documentation for audits.
	1. **COTES DU RHONE LTD(KENYA) - JUNIOR ACCOUNTANT**

**MAIN DUTIES**

* Prepare journal entries, assist in complete general ledger operations, account and bank reconciliations
* Assisted in monthly closings and preparation of monthly financial statements, reconcile and maintain balance sheet accounts, draw up monthly financial reports and assist with year-end closings
* Prepare analysis of accounts as requested, prepare tax computations and returns, assist in preparing budgets and forecasts, and assist with payroll administration
* Assist with preparation and coordination of the audit process and assist with implementing and maintaining internal financial controls and procedures

**EDUCATION**

PINNACLE SCHOOL OF BUSINESS- DEC 2013

**Certified Public Accountant (CPA)**

KENYATTA HIGH SCHOOL TAITA

**Kenya Certificate Of Secondary Education**

**AWARDS**

Nominated twice as the employee of the month due to my outstanding performance

**PERSONAL DETAILS**

DATE OF BIRTH 20-10-1982

GENDER MALE

NATIONALITY KENYAN