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| C:\Users\eigenaar\Pictures\1463935_10152649426837966_8943085393967383769_n.jpgNGWA NGWA.357498@2freemail.com Position Applied for: Accountant |
| PROFILE |
| Skilled accounting and management professional with 10+ years of experience, currently working towards obtaining CPA designation. Having a strong understanding of all aspects of accounting, finance and management processes. Proven ability to manage multiple task, while meeting tight deadlines. Possess reputation as a self directed professional with excellent problem solving and analytical and communication skills.Highly trustworthy, ethical and discreet. Strong interpersonal skills and effective collaboration with management, team members and clients.Proficient user of QuickBooks, SAGE, Advanced Excel, PowerPoint etc |
| AREAS OF COMPETENCE |
| * Financial Statement preparation and analysis
* GAAP Knowledge
* Budget Creation, forecasting and cost analysis
* General ledger accounting
* Accounts reconciliation and reporting
* Cost and management accounting
* Payroll accounting
* Auditing, investigation and internal control
* Human Resource Management and employees relations
* Business and operations Management
* Quality and productivity improvement
* Marketing Management services
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| PROFESSIONAL EXPERIENCE |
| Company Name: Landmark University Buea Sept 2014 to Feb 2017 Position: Trainer/lecturer Duration: 3years Areas of training:* Tax and payroll accounting
* Maintaining financial records
* Financial management processes
* Forecasting, Establishing and reviewing budgets
* Year End Procedures & Adjustments
* Monthly financial statement reports
* Financial Statements & Tax Return
* Vat & Wage Reports
* Cash Management
* Income Reports
* Expense Reports
* Bank Reports
* Cash & Current Assets Reports
* Filing - Documents Management
* General Ledger recording Process
* Accounting Information Systems Management
* Costing and cost analysis
* Human Resource Management and employee relations
* Operations and production management
* .Managing change, innovation and renovation etc

Company Name: Landmark University Buea Sept 2014 to Feb 2017 Position: Administrative Manager/ Dean of academic affairs Duration: 3years Responsibilities:Served as the primary point of contact of 124 members of staff and 17 support staff and the general public. Review and evaluate the performance outcome of the different departments and analyses the impact on the organizations corporate objectives. Leading staff efforts toward achieving the institute’s goals; Leading, and coordinating the institute’s strategic planning process and curriculum development and Supervising, evaluating, and supporting Departments/units in a manner that promotes excellence.Main responsibilities:* Helping to establish and build collaborative working relationships with partner institutions such as ACCA, ABE, ABMA etc
* Make proposal for the improvement of efficiency and effectiveness in general operations .
* Oversee the budgetary process of the institution and proper allocation of resources to the different units.
* Ensure compliance with the regulations and policies of the Ministry of Education.
* Monitors and implement, regulations, students codes of conduct, Malpractice code, advises the senate accordingly on the necessary changes.
* Ensures the preparation and submission of statutory returns such as tax returns, national social insurance declarations of staff and other information required in compliance with legal requirements, including requirements under the labour code.
* Coordinating the development of and implementing of the institute’s Vision and Goals
* Maintaining records of students’ academic performance and their profiles
* Leading and coordinating the governance of the institution
* Leading and overseeing the processes of trainers/lecturers and staff selection and retention;
* Advising the President on Institutions policies and procedures;
* Providing recommendations to the President on policies and procedures, especially in the academic area
* Serve as consultant for faculty/staff who have concerns about students they teach
* Present monthly reports and analysis on students attendance, conduct, welfare
* Managing individual student crises & campus-wide emergencies
* Provide assistance and support services to students and the University community.
* manage the Institute’s academic and non-academic misconduct systems.
* Advise the institute’s student organizations - Student Government, student consultative council Councils and other groups
* Organizes seminars/conferences and Workshops
* Crisis Intervention/Crisis Management
* Provide Behavior Concerns Advice
* Facilitate inter-cultural Education
* Organize Orientation Programs for student on career choices

Company Name: Higher Institute of Management Studies Cameroon 2011/2014  Position: Administrative Manager/Dean of academic affairs Duration: 4years Responsibilities:Responsible in maintaining relationships with partner institutions and professional bodies such as ACCA, ABE, ABMA and CISCO. Ensures adherence to departmental controls, regulations and maintain ethical conduct at all times. Manage the efficiency and effectiveness of all academic programmes and advice the senior management on the introduction, review and withdrawal of programmesMain responsibilities:* Serve as consultant for faculty/staff who have concerns about students they teach
* Design curriculums and course contents for different departments
* Present monthly reports and analysis on students attendance, conduct, welfare
* Managing individual student crises & campus-wide emergencies
* Provide assistance and support services to students and the University community.
* To manage the Institute’s academic and non-academic misconduct systems.
* Advise the institute’s student organizations - Student Government, student consultative council Councils and other groups
* Advise registered student organizations on students activities
* Organizes seminars/conferences and Workshops
* Crisis Intervention/Crisis Management
* Provide Behavior Concerns Advice
* Facilitate intercultural Education
* Organize Orientation Programs for student on career choices
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| EDUCATIONAL BACKGROUND |
| Current Goal: CPA Designation (2016) Finalist, Certified Public Accountant (CPA) KASNEB Program Masters of Business Administration in Accounting and Finance (MBA) (2013) Saint Monica University, Cameroon, in partnership with Saint Juan de la Crux University Costa RicaBachelors of Science in Management (BSc) (2006) University of Buea, Republic of CameroonGraduate Diploma in Business Management (2014) Association of Business Managers and Administrators (ABMA) United KingdomDiploma in Computerized Accounting Systems (2013)TRUSTECH Higher Institute of Technology Buea, Cameroon |
| TECHNICAL SKILLS |
| * Advanced skills in Microsoft Excel, Excel programming and Formatting
* Proficient in computerized accounting software:

QuickBooks, SAGE Accounts and Excel Bookkeeping applications* Advanced Skills in Microsoft Words, Microsoft PowerPoint and Microsoft Publishers
* Knowledge working with database management systems and network applications
* High working knowledge of the internet and related applications
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| CERTIFICATIONS AND AFFILIATIONS |
| * Certified Public Accountant (CPA) Finalist
* Certified Manager (ABMA) UK
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| LANGUAGE SKILLS |
| * Advanced Communication skills in spoken and written English
* Basic Skills in Spoken and written French
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| PATENTS AND PUBLICATIONS |
| Books Published:* Ngwa, M.S (2010) Cost and Management Accounting Harmonized. Quality printing press, Molyko Buea, Cameroon
* Ngwa, M. S (2012) Business Management Study Guide. Catholic Printing press, Buea Camerooon
* Ngwa, M.S (2014) Principles of accounting for beginners. Google Print Buea, Cameroon

Unpublished books:* Advanced Financial accounting for Higher National Diploma
* Fundamentals of Supply Chain Management for undergraduate studies
* Production operations and Management for undergraduate studies
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**Declaration:**

I certify that the statements made by me on my CV are true, complete and correct.