**PERSONAL INFORMATION**

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| Name  | Kirubel Kirubel.360420@2freemail.com  |
| Date of birth |  - |
| Gender | Male |
| Nationality | Ethiopian |
| Marital status | Single |

**Career objectives**

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| Obtain a challenging position in finance areas where my knowledge, experience and skills will be contributed towards the development of the organization. |

**Qualities**

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| * Has a good collaborative skill both independently and as a team member.
* Has ability to remain calm and efficient in situations of stress.
* Interesting to work in international environment.
* Interested to travel.
* Committed to work under pleasure.
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**Trainings**

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| * Basic Ticketing course (Ethiopian airlines)
* Basic computer (Rom Ram computer)
* Basic Communication Course (Ethiopian airlines)
* Supervisory Development Course (Ethiopian airlines)
* SAP (ERP) Basic Navigation (Ethiopian airlines)
* Management Development Course (VICOD)
* IFRS (Addis Ababa University College of Commerce)
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| **December 20 15 to Current** | **Team Leader Payables Control (Ethiopian Airlines)** |
|  | * Responsible for all incoming international & domestic invoices and timely processing of the payments with no penalty.
* Supervise the accounting team to carry out the day- to- day activities, follow up & encourage the team to increase productivity & ensure routine activities are processed in line with Co. policy.
* Select at least two successors from the team, Plan, manage and implement the succession process & prepare the successors to assume the next position per the succession plan of the Co. and give ongoing feedback to HR.
* Responsible to train & guide new junior staffs in the section to increase their productivity & efficiency.
* Prepare & provide yearly budget of the section for review.
* Control budget for the section, identify reasons for variances and control cost by proper follow up and give monthly expectation report through review of monthly costs.
* Participate in correcting the monthly closing as per target dates.
* Contact & correspond external & internal customers for any payment related issues, escalate on time if needed.
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| **DEC.2013 Nov’15** |  **Supervisor Disbursement International ( Ethiopian Airlines)** |
|  | * Directly responsible for all international service invoices, petty cash reports and all landing and over-flying invoice other than check reports; Maintains and control sub-ledger accounts; Development of integrated and efficient work methods; Review and recommend accounting methods and procedures related to the section’s activities; Development of teamwork.
* Make sure that all vender or customer payments are effected within 5 days and ensure timely release of payments to all stations.
* Revise the monthly closing activities & make sure that the monthly closing activities are performed on good time.
* Overview IATA Clearing House member billings in relation to Miscellaneous class.
* Correspond and review both internal and external auditor’s requirement of the section.
* Liaison external auditors’ requirements from external vendors during audit of the section activity.
* Communicate area offices for efficient work flow and improvement and assist areas to implement SAP.
* Reply area offices and head quarter request regarding the section activities.
* Manage both internal and external relationship of the section.
* Coordinate and supervise staffs under the section to effectively discharge their duties.
* Comply with changes in the organization and facilitate change initiatives.
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| J**anuary 2012 to Dec.2013** | **Lead accountant ( Ethiopian airlines)** |
|  | * Prepare approval letter for other airlines bills (bills with hard copy) and distribute it to the concerned to secure approval and follow up the timely recording of the expenditure. Download the e-invoices from SIS website and distribute it to the concerned to secure approval the correctness of the charge and take the required accounting action.
* Reconcile outstanding balance of each IATA member airlines with form one to trace, follow-up and clearance of old balances for the respective vendor or airline.
* Maintain accruals for major expenses before the end of monthly closing.
* Make sure that all expenses are recorded or journalized before the monthly closing date. Explain OBC variance of some sections immediately after each closing date.
* Give clear and conclusive reply to email requests from area office both domestic and international office. Escalate it timely if necessary.
* Maintain minute for the monthly crew meeting of the section and distribute it timely.
* Compile monthly activity report of the section and deliver it timely.
* Assist the supervisor in the revision of the year end closing.
* Revise and vouch the appropriateness of payment checks in the absence of the supervisor to make sure the expense for each payment is recorded with its respective budget code and GL period.
* Perform any activity given by the sup per the agreed time.
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| **July 2011 to December 2011** | **Senior Accountant (Ethiopian air Lines)**  |
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| **December 2009 to June 2011** | **Accountant (Ethiopian air Lines)** |
|  | * Process payment cks for invoices & petty cash reports from 13 African & Middle East stations.
* Revise office rent contracts from all locations (domestic & international) and effect payment per the contact.
* Maintain updated and valid office rent contracts communicate the concerned for the renewal of expired lease contracts.
* Make sure that advance rent payments are amortized monthly before the monthly closing date.
* Timely follow-up for clearance of sub ledger (no old or abnormal balance is expected).
* Timely reply inquires, emails with one day especially from area offices since it directly affects operations (communicate ….
* Meet closing date and necessary accounting action before closing date.
* Assignments given by the supervisor per the agreed dates.
* Actively participate in ACE and perform activities required.
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| **January 2008 to March 2008** | **Junior Accountant (Ethiopian Electric Power Corporation)** |
|  | Internal Audit and General Inspection  |
| **Mar. 2007 to Dec.2007** | **Junior Accountant (NAS FOODS P.L.C.)** |
|  | * Provide monthly report on raw material stock utilization and balance.
* Monthly assessment on the balance of daily production and check whether the current stock balance of each product agrees with the daily production report andreport to the concerned upon variance.
* Assist the preparation of monthly salary payment.
* Monthly Sample assessment on availability of spare parts and other equipments and report to the concerned.
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