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| **C U R R I C U L U M V I T A E**  **T E W O D R O S**  **PERSONAL INFORMATION**  [**TEWODROS.364025@2freemail.com**](mailto:TEWODROS.364025@2freemail.com) |
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| **OBJECTIVE** |
| To work in a challenging and professional accountant position utilizing my knowledge and experience in contributing towards the company’s growth and development.  **PROFILE** |
| Great customer service with the effective communication skills in **English** language.  Experience in reviewing data about material assets, liabilities, surplus, income, and expenditures.  Keen in evaluating financial and information systems, recommending controls to ensure system reliability and data integrity.  Perform multiple and varied tasks and be flexible about tackling new and unanticipated challenges.  Ensure schedule is always up to date with various counterparties in an efficient & productive way.  A result orientated professional with a proven track record of generating revenue working in competitive industries and successfully identifying, developing new business opportunities within those markets. |
| **PROFESSIONAL EXPERIENCE** |
| * Company : **Global Concern for Development Ethiopia, Addis Ababa - Ethiopia.**   Position : **Administrative and Finance Manager**  Duration : **Apr 2014 – Apr 2017**  ***Duties & Responsibilities***   * + Reviewing financial reports, monitoring accounts, and preparing reports and financial forecasts.   + Investigate ways to improve profitability, and analyze markets for better opportunities   + Producing financial reports and conducting [data analysis,](https://www.newenglandcollegeonline.com/resources/computer-science/computer-systems-analyst-job-description-and-salary/) planning and strategizing, and advising senior managers and top executives.   + Overseeing the flow of cash and financial instruments   + Planning and directing the activities of workers in branches or departments   + Preparing reports as required by law, regulations or company policies   + Ensuring compliance with applicable laws and procedures |

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| * Company : **Zikri Private Limited Company , Addis Ababa - Ethiopia.**   Position : **Accountant**  Duration : **2013 – 2014**   * Company : **Welt Hunger Hilfe, Addis Ababa - Ethiopia.**   Position : **Cashier & Storekeeper**  Duration : **Jan 2011 – Apr 2011**   * Company : **Agricultural Inputs Supply Enterprise, Addis Ababa - Ethiopia.**   Position : **Accountant**  Duration : **2005 – 2006**  ***Duties & Responsibilities***   * + Perform financial analysis and reporting to management as needed.   + Perform month-end accounting activities such as reconciliations and journal entries   + Provide recommendations to management team for performance improvements   + Generate financial reports and statements to mangers for review   + Analyze financial discrepancies and recommended effective resolutions   + Monitor expenditures   + Monitor and record financial transactions according to company policies and regulations   + Conduct financial, federal and state compliance audits, and agreed-upon procedures.   + Perform analytical procedures/analyses to detect unusual financial statement relationships.   + Perform internal control and substantive tests.   + Identify and communicate accounting and auditing matters manager.   + Document audit procedures and cross reference work papers. |
| **EDUCATION / COURSES** |
| **Diploma in Accounting**  **Certificate in Project Planning, Implementation Monitoring and Evaluation**  **Peachtree and Ms. Office Application** |
| **LANGUAGES** |
| * English Fluent * Amharic Fluent * Tigrigna Native |
| **HOBBIES** |
| * Reading Magazines and Newspaper, * Travelling * Swimming |