

|  |
| --- |
| **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** |
|  |
| **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
 |

|  |
| --- |
| * 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
 |