**MAMODE**

**MAMODE.371334@2freemail.com**

Experience in Finance: 7 years

**CAREER OBJECTIVE**

Working in a competitive environment to add value and to acquire a distinct position where I will be able to contribute my skills, knowledge and experience.

**PROFESSIONAL EXPERIENCE**

**Analyst - BDO Solutions Ltd, Mauritius**

**June 2016 – Present**

BDO Solutions Ltd is an Outsourcing and Technology company based in Mauritius and a member firm of the BDO International network providing specific Audit, Accounting and Finance Back office services, as well as IT Infrastructure Support Outsourcing, Project Assurance and IT Consulting Solutions to companies in various industries worldwide.

**Responsibilities:**

* Preparation of single entity and consolidated accounts
* Statutory accounts preparation under International Financial Reporting Standards (IFRS)
* Well-versed with reporting under FRS 101/102/105
* Evaluation of the financial position and status of the company
* Preparation of Cash Flow Statement
* Compiling and presenting reports, budgets, business plans, commentaries and financial statements

**Assistant Accountant - ZAAD Ltd, Mauritius**

**Sept 2015 – May 2016**

ZAAD Ltd is a home and kitchen accessories retailer and wholesaler based in Mauritius.

**Responsibilities:**

* Processing accounts payable and receivable
* Identifying errors and discrepancies in accounts payable and receivable documentation
* Manage and resolve customer and supplier enquiries
* Processing of sales invoices, purchase invoices, debtors statements and cash receipts
* Matching invoices to receiving and purchasing documents
* Ensuring that all account payable and receivable processes and procedures are constantly reviewed, documented and updated
* Monitor customers’ accounts and investigate non-payments, delayed payments and other irregularities

**Assistant Accountant - The MAT Partnership, United Kingdom**

**Jun 2013 – Jul 2015**

The MAT Partnership is an accountancy firm specialising in servicing Corporates, Partnerships, Sole traders and Investors. Passion to bring around improvements has earned me promotions while helping the business change their accounting software allowing them to save cost and time.

**Responsibilities:**

* Preparing and posting payments and receipts
* Maintained cash and bank book, debit and credit notes, inwards, outwards
* Maintained sales and purchases ledger accounts
* Establish billing data for controlling monthly internal payments
* Verify suppliers’ invoices with stores and delivery of materials against LPO’s, Foreign Orders
* Preparation of supplier’s reconciliation statements
* Preparation of bank reconciliation statements
* Preparation of various reports on monthly basis
* Proper filling of all kind of documents and vouchers

**Bookkeeper - ManAccs, United Kingdom**

**Jan 2010 – May 2013**

Established since 2008, this family run business provides bookkeeping, tax and management accounting services to small and medium enterprises.

**Responsibilities:**

* Responsible for full charge bookkeeping
* Handling cash and cheques
* Processing sales invoices, receipts and payments
* Completing VAT returns
* Preparing invoices for the Inland Revenue
* Dealing with financial paperwork and filing
* Performed general office duties and administrative tasks
* Managed the internal and external mail functions and provided telephone support
* Scheduled client appointments and maintained up-to-date confidential client files

**EDUCATION**

**BSc (Hons) in Applied Accounting; 2013 - 2016**

Oxford Brookes University, Oxford – United Kingdom

**ACCA Advanced Diploma in Accounting and Business; 2010 - 2013**

London School of Business and Finance, London – United Kingdom

**PERSONAL SKILLS**

* Accuracy and efficiency when completing data entry tasks
* Able to deal with large amount of invoices
* Strong communication skills, both verbal and written
* Well organized with strong attention to details
* Ability to prioritize work and to consistently meet deadlines where required
* Adaptable and get along well with people of various nationalities

**IT SKILLS**

* Well versed with mostly used accounting packages including Sage Line 50, Caseware, QuickBooks, VT, Navision and Superpay
* MS Word, MS Excel, MS PowerPoint, MS Outlook

**LANGUAGES**

* **English:** Excellent reading, writing and speaking
* **French:** Excellent reading, writing and speaking

**PERSONAL DETAILS**

**Date of Birth :** January 11, 1988

**Nationality :** Citizen of Mauritius

**Marital Status :** Single

**Current Location :**  Port Louis, Mauritius