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| ***PERSONAL DETAILS.*** ***CITY:*** ***E-mail:*** ***SEX:******STATUS******Visa Status:*** | **TASHI** Dubai, UAE, Tashi.382756@2freemail.com Male C:\Users\ICS\AppData\Local\Temp\modise.jpgMarried. Tourist Visa |
| **Career Objectives:** | I am searching for a challenging Finance position in any Highly reputable entity so as to fully utilized my potentials & contribute to the maximization of shareholders wealth above expectations. |
| **Profile** | **ACCA FINALIST** with 5 years Accounting and Finance experience. I have keen attention to details, Good communication skills and results oriented. |
| **Competences:** | Corporate Reporting (IFRSs, US GAAP, UK GAAP, OHADA)Budgeting &ForecastingCapital BudgetingCost ascertainment and control.Inventory management and control.ERP, Microsoft Office, Excel, Power point. |
| **Professional Experiences:** **Jan 2015– JUNE 2018.** | **SENIOR ACCOUNTANT AES SONEL DOUALA, CAMEROON.*****Main Responsibilities:**** In charge of the whole cycle
* Achieved a 20% drop in operating expenses.
* Preparation of Financial Reports.
* Reviewing of Receivables & payables.
* Cash management & forecasting
* Payroll and administrative activities (payments).
* Preparation of Financial Statements. in accordance with IFRS, IAS& OHADA
* Preparation budgets & review of prior budgets & taking action.
* Process invoices and expense claims on a daily basis.
* Check invoices and expense claims on correct backup.
* Encode invoices to the correct cost allocation.
* Scan invoices and distribute them on digital approval route.
* Issue daily cash position & Cash forecasting.
* Maintain contact with suppliers and supply Statement of Account as requested.
* Keep track of deductions for payroll purposes.
* Check and compute overtime of employees for payroll purposes.
* Preparation and submission of taxation records including VAT returns.
* Create provisions and book monthly accruals.
* Ensure updated information on vendor details, invoice log and advance payment log.
* Handle petty cash – disbursement of payment and reconciliation of records.
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| **NOV 2013 – DEC2015** | **ACCOUNTANT,PAN AFRIQUE PROFESSIONAL INSTITUTE.*****Main Responsibilities:**** Handling bank reconciliation and control accounts reconciliation.
* Review Receivables accounts and follow-up for payments
* Preparing monthly, quarterly and annual budgets
* Cash management and account reconciliation;
* System used – Quick Books (Desktop/Online version)
* Write chart of accounts;
* Receivables collection and management.
* Succeeded in setting & improving on the internal controls of the Kiza Group.
* Preparation of financial statements in accordance with IFRS, IAS, OHADA GAAP
* Provision of necessary documentations to the external auditors.
* Managing supplier’s payments & statements ,
* Preparation of VAT on purchases and sales and it’s returns.
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| **AUG 2013 – OCT 2014** | **ACCOUNTS ASSISTANT AT AZIRE COOPERATIVE CREDIT UNION.*****Main Responsibilities:*** * Maintaining proper accounting records according OHADA & IFRS
* Participate in the Review of performance using variance analysis and KPIs
* Participate in Internal audit reviews
* Participate in Receivables, Payables, Inventory & cash management
* Participate in the preparation of budgets
* Calculation and payment of VAT & other taxes to the appropriate authorities.
* Preparation of day books & business documentations.
* Recording & posting invoices in the system
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| **Qualifications:**2018 - OngoingDEC 2017JUN 2012DEC 2008JUN 2005 May 2004  | Msc with London college - UKACCA Professional Accountant (ACCA AFFILIATE),Professional Ethics Certificate from ACCA UK, July 2015*ACCA Fundamental Level Certificate(Bachelors Degree in Accounting Equivalent)* *GCE A/L (Including Electrical & Engineering Technology, Computer science and Applied Mathematics)* *GCE O/L (9 papers: including Electrical Technology, Physics, AppliedMath and Mathematics*)CAP & PROBATOIRE |
| **Languages** | English & French |
| **Interest** | Reading professional magazines/newspapers &listening to Business News. |
| **References** | Available on request |
| **Trainings** | The Introduction of Indirect taxes ( GCC, UAE organized by ACCA.Middle East. |
| **Other Experience** | Auditor AC N & Co Certified Public Accountants & Auditors. |
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