**CURRICULUM VITE**



**Melaku**

**Email:** **melaku.384624@2freemail.com**

**U.A.E**

**Personal information**

Name

Gender

Marital status

Nationality

Melaku Tesfaye

Male

Single

Ethiopian

**Education Back Ground**

* BA Degree in Accounting/2014-2017/
* Diploma junior accountant/2006-2009/
* Peachtree Accounting Certificate/2012/
* Diploma In Application Software Training /2011/

**Language**

* English :- Speaking, Reading, Writing and Understanding very well
* Amharic:- Speaking, Reading, Writing and Understanding very well

**Work experience**

* For two (2) years working as Riske management officer in Dire Micro Finance Institute Harare Branch./Ethiopia/
* For one(1) years and seven(7) month working as accountant private organization employ social security agent./Ethiopia/
* For two (2) year working as accountant in Public servant social security agent/Ethiopia/

**Other Ability**

* Computer Application (IT)
* Driving Car (Driver)

**Dutie and responsibility**

* Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
* Compute​ taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
* Analyze​ business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses​​or to provide advice.​
* Report​ to management regarding the finances of establishment.
* Establish tables of accounts, and assign entries to proper accounts.
* Develop,​ maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
* Develop,​ implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
* Prepare​ forms and manuals for accounting and bookkeeping personnel, and direct their work activities.
* Survey​ operations to ascertain accounting needs and to recommend, develop, and maintain solutions to business and financial problems.
* Work​ as Internal Revenue Service agents.
* Advise management about issues such as resource utilization, tax strategies, and the assumptions underlying budget forecasts.
* Provide​ internal and external auditing services for businesses and individuals.
* Advise​ clients in areas such as compensation, employee health care benefits, the design of accounting and data processing systems, and long-range tax and estate plans.
* Investigate​ bankruptcies and other complex financial transactions and prepare reports summarizing the findings.
* Represent​ clients before taxing authorities and provide support during litigation involving financial issues.
* Appraise,​ evaluate, and inventory real property and equipment, recording information such as the property's description, value, and location.
* Maintain​ and examine the records of government agencies.
* Serve​ as bankruptcy trustees and business valuators.

**Declaration**

I hereby certify that the above mentioned particulars are accurate to the best of my knowledge