

**ACCOUNTING AND FINANCERESUME**

**Name: JERAD**

**Email:** **jerad-394949@2freemail.com**

**Language: English and French**

**ACCOUNTS ASSISTANT**

**CAREER SUMARY**

Three years’ of accounting experience working as a Junior Accountant , Account Assistant and Account coordinator under direction, performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports; maintains the accuracy of ledgers and subsidiary financial systems; assists in the preparation of assigned budgets, annual audit, and year end closing; and provides highly responsible staff assistance to assigned management staff.

**WORK EXPERIENCE**

**DEIRA Dubai, UAE (Part Time)**

**Position**:**Accounts Coordinator, July 2019-Present**

**Duties**

* Preparing Debit and Credit Invoices
* Working with spreadsheet, sales and purchase ledgers and journals
* Reconciles Accounts on daily, weekly and on monthly basis
* Analysis Cash on Daily basis.
* Preparing statutory Accounts
* Conducts internal audit of inventory.
* Prepares procurement orders to ensure stock availability.
* Managing petty cash transactions
* Compile sales information into monthly reports for quarterly meetings.
* Handle refunds and exchanges at register while maintaining a friendly disposition.

**Bank in Douala-Cameroon.**

**Position: Account Assistant, May 2017- July 2019**

**Duties**.

* Reconciled bank Accounts on daily, weekly and monthly basis.
* Assist with audit preparation and end- of- year closing.
* Managed customers’ accounts
* Work with inter-branch accounts.
* Assisted in budget preparation
* Calculating and checking to make sure payments, and amount records are correct
* Sorting out incoming and outgoing daily post and answering any queries

**Bank in Yaounde -Cameroon**

**Position: Junior Accountant, Nov 2016 to April 2017**

**Duties:**

* Provided clerical support to senior staff.
* Processed incoming customer payments.
* Oversaw of coordination of approvals of vendors payments.
* Update customer’s accounts information.
* Carried out monthly accounting reconciliation
* Analysed financial information and prepare balance sheet.
* Carried out monthly depreciation schedule on Fixed Asset
* Resolved accounts payables and receivables issues or queries.
* Corrects errors by posting adjustment entries journals

**CORE COMPETENCIES**

* Account management.
* Bank reconciliation
* Payable and receivables
* Journal entries
* Stock management
* Invoice preparation
* Financial statement analysis &reporting
* Fund flow and cash flow analysis
* Benchmarking
* Foreign exchange (FOREX) Trader
* Crypto Currency
* Prepares required status reports

**EDUCATIONAL BACKGROUND YEAR OBTAINED**

**Bachelor’s Degree Banking in Finance 2016**

**High School Diploma in Accounting 2013**

**Vocational Training Certificate in Accounting (Accounts Clerk**) **2009**

**SKILLS AND ABILITIES**

* Knowledge of customer service principles and practices
* Knowledge of relevant computer applications; SAP, Tally, ERP, Global Bank software’s
* Ability to type
* Communication skills - verbal and written
* Adaptability

**COMPUTER SKILLS**

* Microsoft word
* Microsoft excel
* Power point & Access
* Publisher