

# Helen Ashenafi Woldemichael

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## Profile Summary

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Solid ability to build excellent relationships with staff, management, and others.

Problem solving

Well mannered smart

## Work Experience

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### Cashier at Ethio Lakes General Automotive Trading Plc (2020-11-01 - 2021-02-28)

Location: Addis Ababa,Ethiopia

Responsibilities: Handle petty cash and process petty cash replenishment requests

Follow up bank activities like deposit, transfer, and collect advice, bank statements, and cheque books.

Operate cash registers, scan items, collect payments, and issue receipts.

### Junior Accountant at Beacon Import and Export (2021-03-22 - 2023-02-08)

Location: Addis Ababa,Ethiopia

Responsibilities: Reconcile accounts payable and receivable

Compute taxes and prepare tax returns

Handle petty cash and process the petty cash replenishment request

Follow up bank activities like deposit, transfer, and collect advice, bank statements, and cheque books.

Record transactions and reconcile accounts payable and receivable via Peachtree software

## Education

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### Bachelor's Degree in Accounting & Finance

Institution: Unity University | Dates: 2016-02-01 - 2021-02-28

Location: Addis Ababa,Ethiopia

### Certification/Online Courses in Modern Accountancy

Institution: Virtual Computer Engineering | Dates: 2020-11-01 - 2020-12-31

Location: Addis Ababa,Ethiopia

### Certification/Online Courses in Deployment & Commissioning of Microsoft Dynamics ERP System

Institution: Fanisitech Limited | Dates: 2024-04-01 - 2024-04-09

Location: Addis Ababa,Ethiopia

## Skills & Tools

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Solid ability to build excellent relationships with staff, management, and others. Problem solving

Well mannered smart

Computer (MS Office, Peachtree, Microsoft Dynamics ERP System)

## Languages

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Amharic & English