**EBENEZER ABRAHAM**

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**PROFILE**

A part qualified Accountant with ACCA, ready to utilise my skills and years of experience of working within finance team in different sector; I have recently obtain/achieve MAAT qualification. I am reliable, trustworthy, numerate and meticulous; with keen attention to details.

I have a sound experience and understanding within the field of management, accounting and finance. These I developed by working at the UK Border Agency, Carey Pension LLP and working with a Charity organisations across UK.

**PROFESSIONAL QUALIFICATIONS**

|  |  |
| --- | --- |
| Qualification | Body |
| MAAT | AAT |
| Part Qualified – ACCA | ACCA |
| AAT – Level 2 | Manchester City College |
| Degree | Sheffield Hallam University Accounting and Business (BA honours) |
| Microsoft Software Package | Pitman's Training |

**PROFESSIONAL EXPERIENCE AND SKILLS DEVELOPED**

**Doncaster College | University Centre (Management Account Assistant)**

The college is based in the central part of Doncaster UK, with a prestige character and reputation with stakeholders

August 2016 – till date

Responsibilities include;

* Interpreting data, analysing result using statistical techniques for business financial decision
* Monthly review and analyse income and expenditure statement with balance sheet
* Processing monthly payment run for suppliers and employees
* Data collection and reviewing processes within the organisation
* Bank reconciliation, Purchase and sales ledger control accounts reconciliation
* Provide assistance in preparation for external audit process.
* Monitoring departmental financial performance and development areas.
* Working closely with colleagues and different department to ensure deadline is kept.

**Carey Pension UK (Accounts & Pension Administrator)**

Carey Pension UK is a UK based financial and Investment Company with a high reputation with private and public sector companies.

September 2014 – January 2016

Responsibilities include;

* Completing regular bank reconciliation and payment allocation
* Preparing statements and reports for external audit process
* Completing payment processing to suppliers and employees
* Monthly reconciliation of control accounts
* Completing supplier's invoice and debtors report analysis

**Home Office – UK Border Agency (Administrative Officer)**

Feb 2013 – June 2014

Responsibilitiesinclude;

* Handling enquiries from the public in person, by telephone or by letter
* Updating paper-based records onto electronic system for management use
* Utilising up to date knowledge of law and regulation in decision making

**Independent Living (Voluntary)**

August 2011 – January 2013

Responsibilities include;

* Processing invoices, raising credit note and posting entries using Sage Line 50
* Completing daily bank reconciliation and payment allocation
* Handling with transaction query from account holder and general public

**EDUCATION AND QUALIFICATIONS**

***Sheffield Hallam University Sept. 2008 - June 2011***

***BA (HON) Business & Accounting Accredited***

**Core Modules studied**: Business Environment, Understanding and Managing Customers, Managing Resources, Financial Accounting, Management Accounting & Application, Business Analysis. Audit and Personal Tax, Managing Markets, Managing Decisions and Understanding & Managing Organisation, Corporate Finance, Corporate Reporting, Audit and Assurance, Accountant in business.

**INTERESTS AND ACTIVITIES**

I am a mentor for teenagers at my church, with the aim to instill good morals and help them discover their potential whilst they are still young.

**REFERENCES:**

Available on request.