



ACCOUNTANT

SUMEYA A/BEDEWI

ABOUT

As a devoted professional, I am focused on using my developing abilities and successes to make a meaningful contribution to any organization. My academic background, combined with my hands-on professional experience, has allowed me to build strong problem-solving skills and attention to detail. I continue to improve my skills, aiming to be a productive and enthusiastic part of any team.

LANGUAGE

English	————	Advanced
Arabic	————	Intermediate
Amharic	————	Native

CONTACTS

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WORK EXPERIENCE

PERSONAL ASSISTANT

Jul 2024 - Present

Aymen Farm, Addis Ababa, Ethiopia

- Supervise and manage all financial transactions, making sure that records and reporting are accurate and timely.
- Deliver administrative assistance to speed up operations and improve organizational efficiency.
- Provide accountability and adaptability in a fast-paced work environment, assuring task coordination.
- Collaborate with team members to enhance workflow efficiency and achieve organizational goals.
- Show strong attention to detail and organizational skills to handle multiple tasks effectively.

ACCOUNTANT

Jan 2024 - Jul 2024

Cargo Boss Logistics PLC, Addis Ababa, Ethiopia

- Managed all financial transactions, ensuring accuracy and compliance with company policies and regulations.
- Prepared tax declarations, payroll, and other essential accounting services within strict deadlines.
- Used accounting software (Peachtree) to maintain accurate financial records and streamline processes.
- Conducted bank reconciliations, resolving differences efficiently to maintain financial transparency
- Prepared and submitted accurate electronic tax reports, ensuring compliance with national tax regulations.

BANK TRAINEE

Sep-2023 - Dec-2023

Zamzam Bank, Addis Ababa, Ethiopia

- Provided exceptional customer service to a large volume of clients, ensuring their needs were addressed quickly and professionally.
- Assisted in marketing banking products and services to enhance customer engagement and drive business growth.
- Collaborated with team members to improve banking operations, significantly improving teamwork and interpersonal skills.
- Gained hands-on experience in banking operations and client management.

SUMEYA A/BEDEWI

EDUCATION

Unity University Addis Ababa, Ethiopia
BA Degree in Accounting and Finance

Oct 2019 - Jul 2023

Sumeya Schools, Addis Ababa, Ethiopia

2005 - 2019

SKILLS

TECHNICAL SKILLS

- Proficient in MS Excel, Word and PowerPoint
- Software for Finance/Accounting (Peachtree)
- Proficient in electronic tax reporting and compliance
- Financial statement analysis

SOFT SKILLS

- Excellent teamwork and collaboration capabilities
- Great attention to details
- Effective time management and organizational skills
- Strong stress tolerance and ability to perform under pressure
- Skilled in managing a high volume of client interactions
- Analytical and problem-solving expertise
- Strong communication and interpersonal abilities
- Strives for perfection in work, ensuring top-quality outcomes
- Demonstrates punctuality and consistency in meeting deadlines

ACHIEVEMENTS & CERTIFICATIONS

English Language Qualification
H2 Training Center, Addis Ababa, Ethiopia

2017

Advanced Excel Training
Addis Ababa University, Addis Ababa, Ethiopia

2024