

## Mariama Ndongo

Basse, Banjul, The Gambia

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## Objective

Results-driven and meticulous Economics and Finance graduate with hands-on experience in accounting, financial management, and policy analysis. Adept at managing complex financial transactions, reconciling accounts, and providing actionable insights to enhance financial operations. leverage my expertise in financial reporting and accounting principles to contribute to organizational efficiency and accuracy.

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## Education

### University of the Gambia

Bachelor's Degree in Economics and Finance

January 2020 - January 2024

GPA: 3.337

- **Relevant Coursework:** Advanced Financial Accounting, Managerial Economics, Financial Statement Analysis, Corporate Finance, Economic Policy Analysis.
  - **Projects:** Developed a comprehensive financial analysis report for a simulated company, including budget forecasting and variance analysis.
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## Professional Experience

### Account Clerk

*Koina Health Centre*

January 2019 - December 2020

- **Financial Transactions Management:** Accurately recorded daily financial transactions, ensuring compliance with accounting standards and organizational policies.
- **Petty Cash Management:** Maintained and updated petty cash records, including detailed documentation of expenditures and receipts.
- **Bank Reconciliation:** Performed monthly bank reconciliations to verify account balances, identify discrepancies, and ensure accuracy of financial records.
- **Ticket Sales and Reporting:** Processed ticket sales, generated financial reports, and provided insights on revenue trends and expenditure patterns.
- **Financial Reporting:** Prepared and presented monthly financial reports to senior management, highlighting key financial metrics and areas for improvement.
- **Internal Controls:** Implemented internal controls to safeguard against financial discrepancies and fraud, enhancing overall financial integrity.

## Intern

*Ministry of Trade, Regional Integration, Industry, and Employment, Banjul, The Gambia*  
May 2023 - Present

- **Policy Development:** Assisted in drafting and reviewing policy documents, including trade regulations and employment policies, contributing to policy formulation and implementation.
- **Financial Management Tasks:** Supported the finance team with budget preparation, financial forecasting, and variance analysis to inform policy decisions.
- **Report Writing:** Prepared detailed reports, letters, and memos on trade and employment matters, ensuring clarity and accuracy in communication.
- **Research and Analysis:** Conducted in-depth research on trade policies and regional integration issues, providing analytical support for policy recommendations.
- **Event Coordination:** Organized and facilitated meetings and events related to trade and employment, ensuring effective communication and stakeholder engagement.
- **Administrative Support:** Managed scheduling, minute-taking, and document preparation for meetings, ensuring efficient administrative operations.

## Interpreter

*Resettlement Support Centre*

- **Interpretation Services:** Provided accurate interpretation services in Mandinka and Wolof, bridging language barriers and facilitating effective communication between clients and staff.
- **Client Support:** Assisted clients in navigating complex processes and documentation, ensuring they understood and could complete necessary forms and procedures.
- **Cultural Sensitivity:** Demonstrated cultural awareness and sensitivity, enhancing client interactions and ensuring respectful and clear communication.

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## Skills

- **Accounting and Financial Management:** Proficient in managing financial transactions, preparing financial statements, and performing reconciliations.
  - **Policy Analysis and Development:** Experienced in analysing trade regulations and contributing to policy development processes.
  - **Data Entry and Analysis:** Accurate data entry and analytical skills, with experience in using financial software and tools.
  - **Communication:** Excellent written and oral communication skills, with the ability to draft reports, memos, and correspondence.
  - **Team Collaboration:** Proven ability to work effectively in multidisciplinary teams and coordinate projects.
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## Achievements

- **Academic Excellence:** Consistently maintained a GPA of 3.337 throughout my studies at the University of the Gambia, reflecting strong academic performance.
  - **Financial Management Expertise:** Demonstrated proficiency in account management and financial reporting at Koina Health Centre, contributing to improved financial oversight and accuracy.
  - **Effective Interpretation:** Successfully facilitated communication for clients at the Resettlement Support Centre, enhancing their understanding and interaction with services.
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## References

1. **Faba Jammeh**  
Director of Employment  
Ministry of Trade, Industry, Regional Integration, and Employment  
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2. **Remi Colley**  
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