Personal Data

Date of Birth: 09-23-1979

Sex: Male

Marital Status: Married

Nationality: Ethiopian

Career Objective

Seeking any legal job

Personal Summary

A confidant, multi-skilled & highly dedicated Accountant with excellent knowledge in finance & accounting procedures and vast experience in, and commitment to, the Management career path. Exceptional analytical & problem-solving skills & able to provide financial information to all areas of the business whilst ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance & development of financial systems and accounting procedures.

Summary of Qualification

* BA degree in accounting
* 10 years experiences in various aspects of accounting management, financial reporting, internal and external auditing procedures and project management.
* Strong supervisory, organizational and computer skills.

Computer Skills

* Windows Vista, Windows XP, Windows 7, Windows 10 and all other recent versions
* Access, PowerPoint, Word, Excel QuickBooks, Peachtree
* Learns new software applications quickly
* IBM DataPower
* IBM API
* MQ
* In addition to these, I have developed my own Excel Based Software like:
  + Excel Based Accounting Software
  + Excel Based Inventory and Fixed Asset Mismanagement Solution
  + Excel Based Per-diem Payment Solution
  + Excel Based Projected Financial Statement Maker

Other Skills and Hobbies

* Wood work
* Mechanical work
* Electrical work

Professional Experience

12/2002-5/2018 Addis Ababa University

Finance officer/head

* Lead and manage the project staff, including objective setting, performance management, coaching/development and training in the finance area.
* Responsible for the monthly close as well as maintenance of all accounting ledgers including monthly review of all account reconciliations and journal entries.
* Preparation of all financial reports, including Revenue and Expenditure Statement, Balance Sheet and Statement of Cash Flows, as well as the year-end financial reports.
* Provide timely explanations of variances between actual results and forecasts/budgets; provide corrective action recommendations to management, where necessary.
* Oversee the General Accounting processes of Inter-company, Fixed assets and Accounting and financial reporting of all entities.
* Implement Firm’s Accounting Policies and interpret guidance in regards to accounting transactions.
* Responsible for all accounting activities compliance with statuary requirements of all countries while firm has offices.
* Work with internal and external auditors during reviews and audits to ensure full cooperation from accounting staff and compliance with all qualified requests.
* Liaise effectively with finance constituents on financial accounting and reporting deliverables, issues and process improvements.
* Special projects as needed

Education

* 2002 Diploma, Accounting Royal Collage
* 2010 BA, Accounting Adama University, Adama, Ethiopia

Training

* May 1, 2006 - Jul 12, 2006 Computer
* MS. Access, MS. Power Point and Internet
* Addis Ababa University at AVU

Languages

**Oral Level** **Written Level**

Amharic (Ethiopian) Advance (Fluent) Advance (Fluent)

English Advance (Fluent) Advance (Fluent)

References

Ato Alemayehu Fanta (BSc, MPA, MA)

Project Manager

Addis Ababa University College of veterinary medicine and Agriculture

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