



WORKNESH TESFAYE

ACCOUNTING CLERK

CONTACT

+251949197178

workneshtesfaye@gmail.com

1545 Debre Zeyit

EDUCATION

2023-2025

ADMAS UNIVERSITY

- Accounting diploma

GPA: 3..60

SOFT SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- Amharic ● ● ● ● ●
- English ● ● ● ● ●
- Afaan Oromoo ● ● ● ● ●

PROFILE

I am Worknesh Tesfaye, an Accounting diploma graduate from Admas University. My education has endowed me with a solid grasp of accounting principles, and I am skilled in meticulous financial record-keeping. Proficient in using accounting software, I bring a detail-oriented approach to tasks such as data entry and bookkeeping. With strong organizational skills and a proactive mindset, I am eager to contribute as an Accounting Clerk in a dynamic professional environment. I am confident in my ability to ensure the accuracy and efficiency of day-to-day financial operations.

WORK EXPERIENCE

Bank of Abyssinia

3 MONTH

Accountant Intern

- Financial Analysis: Identified trends for decision-making.
- Bank Reconciliation: Ensured accurate financial records.
- Financial Reporting: Communicated complex information succinctly.
- Accounts Management:

HARD SKILLS

- Proficient in Accounting Software (e.g., QuickBooks, Excel)
- Financial Record-keeping
- Data Entry
- Reconciliation of Accounts
- Accounts Payable and Receivable

REFERENCE

Name: Mr. Belay Debebe (Msc), Head of the Accounting Department at Admas University

Phone: +251983514101

E-mail: Belaydebebe@gmail.com