



Derick Ngweamaw: Billing and Finance Specialist

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EXECUTIVE SUMMARY

Results-driven financial professional with a proven track record of delivering comprehensive financial reporting, invoice certification, billing, forecasting, and budgeting solutions at large multinational organizations. Expert in financial planning, accounting, and taxation. Ambitious, detail-oriented, and skilled in managing priorities and meeting deadlines under pressure.

CORE COMPETENCIES

Communication | Data Analysis | Strategic Direction | Resource Management | Critical Thinking | Compliance | Stakeholder Management | Accounting Principles | Teamwork | Financial Analysis | Budgeting and Forecasting

CAREER HIGHLIGHTS

- Successfully developed and implemented an innovative budgeting process, reducing the budget cycle time by 30%.
- Led a high-performing team that improved the accuracy of financial forecasting by 20% through advanced data analysis techniques.
- Streamlined financial reporting processes, resulting in a 50% reduction in monthly report production time.
- Achieved a 20% reduction in processing time by optimizing the accounts payable process.
- Designed and implemented a new expense report tracking system, leading to a 15% reduction in errors.
- Improved financial reporting accuracy by introducing new procedures for account reconciliation.

CAREER CHRONOLOGY & ACHIEVEMENTS

Emirates Airlines, United Arab Emirates

Billing and Finance Officer

May 2016 – Jul 2022

Key deliverables:

- Conducted rigorous invoice validation, ensuring accuracy and compliance with contractual conditions, with swift escalation of exceptions to relevant business managers.
- Prepared monthly and year-end accruals for service providers and submitted consolidated reports to accounts payable (AP).
- Accurately recharged internal department costs monthly and provided timely reconciliation and justifications when required.
- Maintained expenditure within budget expectations, promptly notifying business managers of discrepancies and updating management reporting as necessary.
- Supported business managers in preparing and finalizing future budgets and expenditure proposals.
- Analyzed monthly trend/segment reports to identify variances against forecasts and shared exceptions with line managers.
- Undertook periodic re-forecasts at the department level, including impacts on the current operating budget.
- Collaborated with the quality assurance (QA) team for service provider audits and participated in financial audits.
- Ensured the accurate preparation of miscellaneous purchase order requisitions for unbudgeted non-contracted expenditure.
- Managed contracted supplier payment queries, disputes, exceptions, and resolutions, driving continuous improvement in billing/payment processes.

IFA Hotels and Resorts, United Arab Emirates**Finance Assistant****Mar 2011 – Apr 2016****Key deliverables:**

- Processed various financial transactions, including bank transfers, credit card payments, and RTA payments.
- Managed billing processes, recording, monitoring, and addressing client inquiries for smooth business operations.
- Maintained strong client relationships and communicated account-related issues to ensure business continuity.
- Prepared weekly receivables and aging status reports for management review and action.
- Accounted for deferred and accrued revenue as well as guaranteed commissions.
- Ensured accurate documentation and recording of invoices, expense reports (Certify), and petty cash.
- Supported core finance functions in timely month-end closing by recording entries, preparing reports, and reconciling accounts.
- Assisted in the preparation of various financial reports, including month-end, year-end, and audit-related documents.
- Maintained records for prepaid items, accruals, and fixed assets, meticulously matching invoices, statements, and purchase orders.
- Ensured accurate and swift data input into the accounting system.
- Managed the filing of purchase invoices, sales invoices, journal entries, bank statements, and reconciliations.

Ntankeu Chambers, Cameroon**Finance Officer****May 2006 – Jan 2011****Key deliverables:**

- Contributed to the development of financial models supporting business planning and decision-making.
- Conducted in-depth financial analysis and prepared performance reports, identifying areas for improvement.
- Maintained financial models for budgeting and forecasting.
- Prepared presentations and reports summarizing key financial metrics and trends for senior management.
- Maintained precise financial records and reconciled accounts payable and receivable.
- Assisted in the preparation of financial statements, including balance sheets, income statements, and cash flow statements.
- Conducted financial analysis to support decision-making and identified areas for improvement.
- Prepared journal entries and processed transactions for accounts payable and receivable.
- Assisted in budget and forecast preparation, monitoring actual performance against targets.
- Prepared and analyzed monthly financial reports, providing recommendations to senior management.

EDUCATION & PROFESSIONAL DEVELOPMENT**Bachelor of Science Banking and Finance – 2005**

University of Buea, Cameroon

LANGUAGES

English | French | Arabic-Basic |