

Martha Bindu Dweh-Chenneh

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Tax Associate, H and R Block September 2017- April
2018

- Conducted face-to-face tax interviews with clients while preparing their tax returns and advised on how they would possibly save money
- Successfully sold company's products and services, which provided client peace of mind, savings and more

Coordinator, Women's Initiatives for Self-Empowerment (WISE) Inc. June 2017- March 2018

- Coordinated the Domestic Violence Against Women and Girls ("Healthy Relationship") Program by successfully organizing the Healthy Relationship Community Advisory Committee (HRCAC); conducting committee's meetings and training workshops
- Assisted in creating a culturally specific curriculum for the Healthy Relationship program, which was used to train participants in the program
- Single handily and successfully organized and conducted Domestic violence workshop to elementary and middle school girls in WISE program; also coordinated the financial literacy program by organizing and conducting financial literacy workshops for victims of Domestic violence which increased their financial knowledge; and timely prepared monthly and quarterly assessment reports

Assistant Financial Manager June 2016-June 2017

Women's Initiatives for Self-Empowerment (WISE) Inc.

- Maintaining general ledger by timely reconciling general ledger accounts and processing journal entries
- Processed payments to vendors; maintained petty cash fund and reconciled bank statement
- Maintained attendance and punctuality of all staff members
- Prepare journal entries and account reconciliations which included, but were not limited to, cash, prepaid expenses, and payroll
- GAAP was followed while carrying out accounting work

Staff Accountant (volunteered), Hairbygradieh Inc. May 2012-Present

- Support the manager in carrying out the financial responsibilities like reconciling general ledger accounts, processing journal entries
- financial statements and taking on some sale functions as needed

Accountant, African United Methodist Church August 2007 – July 2014

- Performed financial activities which included but not limited collecting church members' contributions, maintaining and reconciling journal entries
- Maintained reconciled journal entries for month-end closing and generated financial statements
- Maintained Petty Cash Fund records, with periodic audits

Teller, Wells Fargo Bank December 2006 - April
2008

- Greeted and guided customers in a friendly and professional manner; communicated to customers assisting and new account services; up-sold and redirected special services to appropriate account staff.
- Delivered excellent customer service that ensured ongoing sales and high levels of customer satisfaction
- Safely ID and search customer account information and accurately processed either one or all, their cash, check, transfer, and statement transactions
- Float in multiple bank locations, successfully processing transaction with little or no help
- Processed recurring and daily electronic transactions, tracked and communicated wire transfers for business and personal customers.
- Balanced cash drawer daily without help
- Received WOW pins for rendering consistency and exceptional customer services to customers

Cashier, Bakery Associate, Wal-Mart Super Center January 2006-March 2010

- Served customers, met and exceeded their expectations through courteous customer service
- Processed retail transactions, advice and assisted customers in locating store items and performed other duties as needed; safeguarded company's money

Manager, Internal Audit Department Global Bank, Liberia, February 2004- December 2005

- Conducted details audit by examining financial statements and related source documentations; examining vault and teller's cash, ensuring that bank's policies and procedures were properly implemented
- documents, ascertaining their correctness, and making sure that internal controls were properly implemented
- Prepared report on audit finding with recommendations to top management consideration which improved the bank's operation
- Served as a point person between management and external auditors

Audit Assistant, African Development Bank November 2002- December 2003

- Assisted in providing independent and objective assurance, consulting and advisory services in compliance with established professional internal auditing standards
- Performed audits activities which covered examination of financial document, operations and accounting records and financial statements of assigned countries
- Single handily conducted large and complex audits, which activities were related to the financial, operational and administrative functions of the Bank
- Single handily analyzed financial statements of assigned countries and evaluated risks and controls
- Independently executed audit reviews and advised solutions which improved growth in these countries

Project Financial Manager, Children Assistant Program (CAP) September 1998-
September 2002
(UNICEF project implementing partner)

Maintained program budget and monitored expenditures, for assigned projects, and ensured that the expenditures were reasonable and within budgetary boundaries; recommended budgetary revisions when deemed necessary

- Maintained General ledger by regularly maintaining and reconciling journal entries
- Regular and timely prepared weekly disbursement report for projects funders
- Generated monthly, quarterly, and yearly consolidated financial report
- Assisted in the writing proposals for projects

Manager, International Settlement Dept, March 1994-August 1998

Liberia Telecommunications Corporation (LTC)

- Supervised all activities of 10 employees of the department
- Successfully reconciled all LTC international accounts receivable/payable
- Monitored foreign revenue generated from International telephone carriers
- Successfully negotiated international carriers' rates between LTC and telephone companies to a level; this increased LTC revenue base
- Prepared monthly, quarterly and annual financial statement to sr. management

Personal Banker, Agriculture Cooperative and Development Bank August 1987-February 1994

- Oversaw clients' checking and savings accounts and resolved difficult situations quickly and efficiently
- Advised clients regarding their financial matters such as savings, loans, taxes, investments, and securities
- Provided financial assistance to client in accordance with their required needs.
- Monitored new and current customer accounts
- Oversaw the teller area and activities as needed

Auditor , Agriculture Cooperative and Development Bank May1985 - July1987

- Served as vice chairperson on audit committee that reconstructed and compiled the audit program and guidelines of the Audit Department, based on Generally accepted Accounting Principles and Auditing Standards, which enabled the department staff carried out effective examination of internal controls and produced comprehensive report without increasing auditing time
- Headed Audit team that audited the bank branches located in rural Liberia and ensured that internal controls, policies and procedures were properly implemented
- Examined payroll, fixed asset accounts, customers; accounts cash account to make sure that internal controls and procedures on these accounts were properly implemented
- Conducted physical inventory and prepared reports for top management

Coopers and Lybrand Public Accountants April 1980-April 1985

Studied and worked as Public auditor without supervision and prepared report for manager review. At this job, having knowledge GAAP and GAAS was very important parts of the job function

EDUCATION

- Certificate, H and R Block, Income Tax Preparation November 2017
- Master, Accounting and financial Management
- DeVry University, Keller School of Management October 2014

