

BERTHA SANDRA KETA

Accounting Trainee

PROFESSIONAL SUMMARY

Thorough and knowledgeable accounting professional versed in internal controls, taxation and business accounting practices. Record of success in helping improve financial solvency with optimised systems and accurate forecasting. Diligent about auditing records and maintaining compliance standards. Familiar with managing schedules and overseeing closing processes. Well-versed in GAAP, ledger updates and report writing. Exceptional interpersonal, communication and multitasking abilities.

WORK HISTORY

Accounts Assistant, 01/2023 - Current

Moore Accountancy, Altrincham, Trafford

- Reconciled all company accounts, including credit cards and expenses.
- Prepared Excel spreadsheets to track banking transactions and financial performance.
- Lodged tax returns with HMRC.
- Input sales, purchase and cash transactions.
- Met deadlines by managing workload independently.
- Created and updated accounts using Sage 200.
- Produced accurate general ledger entries with Xero, QuickBooks, Free Agent
- Produced high quality and accessible financial statements, reports and forecasts.
- Reconciled accounts from income and expense data to net worth and assets.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Prepared VAT and income tax forms for commercial and individual clients.
- Filed tax returns and prepared governmental reports in compliance with strict standards.
- Managed entire accounting cycle from data collection and analysis to HMRC lodgement.



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Category B

SKILLS

- Expense reports
- Month-end reports
- Payroll Processing
- Budgets and forecasting
- Invoicing and collections
- Tax accounting specialization
- Intuit QuickBooks specialist
- Cash Flow analysis
- Accounting principles
- Bookkeeping
- GAAP understanding

- Updated journal entries and accounts on accrual basis with Xero software.
- Updated client bookkeeping software with year end adjusting journals.
- Managed quite a large number of clients with different year end through out the whole year.

Graduate Accountant, 08/2022 - Current

Care Direct Salford Ltd, Eccles, Greater Manchester

- Generated invoices based on established accounts receivable schedules and terms.
- Produced accurate tax returns complying with official requirements and serving client needs for minimising liabilities.
- Resolved invoice coding and tracked recurring expenses for accrual entry.
- Compiled financial data for business forecasting and budgeting.
- Managed financial updates, watch lists and insurance files.
- Analysed budgets and financial projections for accurate reporting of company performance.
- Compiled general ledger entries on short schedule with 100% accuracy.
- Accurately tracked tax, invoicing and budget information using QuickBooks.
- Organised and carried out month-end, quarterly and year-end processes.
- Trained new employees (apprentice) on accounting principles and company procedures.
- Assisted with developing and ongoing control of costing and pricing systems for business goods.
- Advised management on financial details related to business operations, inventory levels and budgets.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Prepared monthly bank reconciliations with 92% accuracy.
- Managed entire accounting cycle from data collection and analysis to HMRC lodgement.
- Filed tax returns in compliance with strict standards.
- Analysed monthly balance sheet accounts for corporate reporting.
- Created periodic reports comparing budgeted costs to actual costs.
- Processed payroll and calculated deductions by accurately using SAP to secure payment traceability.

Accounting Trainee, 02/2021 - 07/2022

GoodPeople Healthcare Ltd, Bolton, Lancashire

- Measured revenues, automated accounting systems and internal controls to evaluate financial data and transactions.
- Received, reviewed and verified validity and completeness of appropriation, accounting and financial data.
- Interacted with clients and obtained cost and budget information to draft and manage accounts.
- Balanced reports to submit for approval and verification.
- Prepared straightforward tax returns and explained expected refund or income tax liability and due date for payment.
- Demonstrated commercial awareness and time management skills through work on budget and task organization.
- Gained knowledge of accounting principles and standards and general business practices to evaluate financial data and transactions.
- Extracted and manipulated data using QuickBooks system.
- Communicated with suppliers to reconcile invoice payments.
- Monitored status of accounts receivable and payable to facilitate prompt processing.
- Maintained accurate and complete documentation to facilitate new employee training.
- Processed payroll by validating work hours and attendance of employees.
- Evaluated employee expense reports and verified accuracy.
- Reviewed GL entries and assessed accuracy.
- Maintained accurate and complete documentation for all financial department procedures.
- Reconciled all company accounts, including credit cards, employee expenses and commissions.
- Monitored status of accounts receivable and payable to facilitate efficient processing.
- Allocated bills and accounts in line with department strategy.

Audit Trainee, 01/2021 - 02/2021

Charteris & Barnes, East London, Eastern Cape, South Africa

- Proofread audit and tax reports and year-end financial statements to verify accuracy.
- Developed understanding of company audit methodology, approach and tools while working under supervision of licensed auditors.
- Compiled general ledger entries on short schedule with 100% accuracy.
- Conducted technical and analytical reviews of tax returns to check for accuracy and qualified deductions.
- Assisted in office administration and client communication to help manage auditors' workload.
- Used Excel to create and manage budgets, balance sheets and other related financial statements.

- Reported ROIs using Excel spreadsheets.
- Used accounting software to issue tax returns and prepare consolidated reports.
- Prepared working papers, reports and supporting documentation for audit findings.
- Reviewed accounts, resolved coding areas and tracked recurring expenses for accrual entry.
- Worked with various clients across different sectors, building strong understanding of their business.
- Facilitated smooth running of audits by preparing detailed, accurate audit planning documentation.
- Prepared corporation tax returns with zero error, using taxation software.
- Reviewed financial data, performing analytical procedures to identify unusual transactions.
- Reviewed financial statements, gathering and analysing data to verify accurate representation of transactions.
- Used spreadsheet software to compile and analyse financial data.
- Organised financial documentation and statements with detailed and accurate information about transactions.

Payroll Assistant, 01/2019 - 02/2020

Acmeret Solutions, Johannesburg, Gauteng

- Processed statutory payments and deductions, including SMP, SSP and PAYE.
- Utilised Sage to perform bulk uploads of data into payroll systems, resulting in 75% efficiency increase.
- Administered weekly and monthly payroll for all employees.
- Managed starters and leavers.
- Completed pre and post-processing checks to ensure salaries were paid accurately and on time.
- Guaranteed employee confidentiality, ensuring compliance with GDPR principles across all tasks.
- Worked closely with HR to ensure compliance with regulations and maintain appropriate correspondence with employees and management.
- Reported on business performance and trends to improve financial efficiency.
- Managed daily finance services for smooth business operations.
- Created and presented accurate, detailed financial forecasts.
- Reduced annual business expenditure through careful expense monitoring.

Accounting Bookkeeper and Sales Assistant, 12/2013 - 06/2015

Crown Sensational, Kwekwe, Midlands

- Communicated with customers to identify and resolve outstanding payments.
- Generated invoices upon receipt of billing information and tracked collection progress.
- Completed and mailed bills, contracts, policies, invoices and checks.
- Reconciled company bank, credit card and line of credit accounts every month, investigating and resolving discrepancies to keep accounts audit-ready.
- Resolved customer concerns promptly to maintain satisfaction.
- Matched purchase orders with invoices and recorded necessary information.
- Analysed figures, postings and documents to maintain accounting programme accuracy.
- Created quarterly and yearly balance sheets to track financial trends and performance.
- Produced cash summaries to monitor financial activities with confidence.
- Collected and processed payments.
- Submitted and tracked orders.
- Helped resolve client problems quickly with superior customer service.
- Greeted customers and offered assistance with selecting merchandise, finding accessories and completing purchases.
- Accepted and processed cash, cheque, card and mobile payments using POS systems.
- Provided service with a smile, offering courteous, helpful advice to best meet customer needs.
- Worked energetically to maintain efficient operations during peak trading hours.
- Shelved and merchandised new products in visually appealing, organised displays to engage customers.
- Used product knowledge, sales abilities and customer relations skills to drive substantial profit increases.
- Consistently delivered revenue and performance KPI targets through outstanding retail service and sales abilities.
- Maintained impeccably high standards store presentation and hygiene through cleaning.
- Enhanced visual merchandising by maintaining replenishment and presenting items according to style guides.
- Fostered positive relationships with customers to enhance loyalty and retention.
- Cultivated loyal, profitable customer relationships, asking open-ended questions to assess and cater to individual needs.
- Received and processed product returns.
- Managed till operations by promptly and precisely scanning items, processing payments and issuing receipts.

- Assisted customers with product selection and sales, recommending items to increase transaction value.
- Guaranteed high levels of customer satisfaction through product knowledge and attentive service.
- Monitored display stock levels, replenishing for consistently well-stocked sales floor.
- Recommended merchandise based on exact customer needs, improving sales conversion rates.
- Replenished floor stock and processed deliveries promptly, maximising product availability for customers.
- Addressed customer enquiries and concerns, facilitating decision-making and minimising hesitation.
- Built lasting relationships with clients through customer service interactions.
- Explained information about quality, value and style of products to influence customer buying decisions.
- Resolved customer complaints and process issues with proactive problem-solving skills.
- Completed purchases with cash, credit and debit payment methods, providing customer receipts for reference.
- Promptly greeted and assisted customers, tailoring service and sales style to suit personalised requirements.
- Operated cash registers with accuracy and processed cash and card transactions.
- Carried out back-of-house maintenance, for clear, easy-to-navigate stockroom management.
- Listened to customer needs and preferences to provide targeted advice, increasing sales opportunities.

EDUCATION

Master of Science, Finance And Investment, Expected in 09/2023
University of Bradford - Bradford

Bachelor of Science, Accounting, 11/2020
University of The Free State - Bloemfontein , South Africa

Some College (No Degree), Accounting, Expected in 12/2024
ACCA - Remotely

A-Levels, 01/2014
Goldridge College - Kwekwe, Zimbabwe

HOBBIES

- Hiking
- Swimming