



SAMSON SHIMELIS

Senior Project Accountant

CAREER OBJECTIVE

Seeking a challenging position that will draw on my experience & allow me to make an immediate contribution to the overall success of the organization in general and financial management in particular. Moves & relates effortlessly across all level of finance management and especially towards **Relief Organizations, Financial Institutions, and Non-for Profit and Charity Organizations in finance and fund management fields.**

CAREER SUMMARY

A professional with more than **5 years** of experience, including proficient in accounting across multiple contexts and environments, preparing financial reports, balance reconciliations, budget preparation, project management, achieve deliverables, and outperform competitions. Also proficient in **SAP, QuickBooks, SUN** and other accounting software platforms and applications that may be used. Dedicated to providing exemplary work and supporting the overall mission of the department and the company.

WORK EXPERIENCE

2018 - Present

Project Accountant

Ethiopian Red Cross Society

- Prepare vouchers, ledgers for the financial follow of PROJECT resources at the ERCS, and prepare a cash disbursement letter to program implementing regions and agencies.
- Maintain cashbook for different projects & prepare monthly reconciliation and status reports.
- Follow-up and monitor, through regular field visit to regions and Zones, to ensure appropriate use of funds by implementing branches and give technical assistances (on the job training) to branch accountants.
- Compile financial reports from different branches and submit to donors as per reporting period stated on the MOU.
- Follow-up the annual budget utilization of the program and analyses the rate of utilization on quarterly basis.
- Follow up on the audit findings and recommendations and act upon it of all involved regions.
- Closely work with the different department of the society and development partners in order to update financial information and know the status of physical implementation progress.

2016 – 2018

Customer Service Officer

Wegagen Bank S.C.

- Assist in developing, presenting, and implementing policies and procedures to make sure company customers have a satisfactory experience when using its services.
- Reach out to customers through technology or in person, communicating to them about the company's services, and finding out about new services they want the Bank to offer.
- Handle certain transactions
- Ensure record of payment information and other pertinent information such as addresses and phone numbers are properly kept

CONTACT

Address

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Phone

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Email

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TRAININGS & CERTIFICATES

- CASH TRANSFER PROGRAMMING (CTP)
- INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS)
- CUSTOMER SERVICE MANAGEMENT

LANGUAGES

- English – Fluent
- Amharic - Native

INTERESTS

Reading on subject matters, fiction & magazines

Listening poet

Watching NEWS

2014 - 2016

Junior A/R ACCOUNTANT Media & communication centre

- Generating invoices and account statements.
- Performing account reconciliations.
- Maintaining accounts receivable files and records.
- Producing monthly financial and management reports.
- Follow up and collection of receivables from different organizations, preparing cash flow statement and other duties related to accounts receivable.
- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data

REFERENCES

➤ Habtamu Tekeste

Finance Manager at ERCS

Phone 0912 03 68 30

➤ Sileshi Addisu

Report division manager at ERCS

Phone 0911357645

SKILLS

- Proficient in major accounting software platforms
- Exemplary communication skills in written and spoken form
- Superior ability to handle multiple accounting tasks
- Attention to detail throughout every aspect of work
- Donor fund and grant management
- Project **management**

ACADEMIC

2012 - 2014	BA in Accounting	CPU College
2005 - 2008	Grade 9-12	Yekatit 12 High & Preparatory School
1997 - 2004	Grade 1-8	Jerusalem primary School