## **Summary**

I have Seven years of work experience in finance as an accountant in the private sector.

I have practical experience of managing payments based on subjected work being done or service received, prepare payroll, prepare payment vouchers and check books for authorized payments that are backed by correct source documents and prepare statement of accounts and sales summary. I also have experience in managing monthly settlement of tax to declare to the revenue authority and post all financial activities on Peachtree on time.

I have B.A degree from Adama Science and Technology University. I am also trained on Peachtree. In the last four years I learnt the tax system operation and received required trainings that are provided by the Ethiopian revenue authority. In general, my experience, academic background including trainings I received and other skills I’ve prepared me to take new challenges, learn in the process and stay relevant in the sector I am in.

## **Personal Information**

Name:-Rahel Alemu

Sex: - Female

Nationality: - Ethiopian

Date of Birth: - September 22, 1989

Place of Birth: - Addis Ababa

Marital Status: - Single

## **Academic Background**

|  |  |
| --- | --- |
| **Adama science and Technology university School of Business and Economics** B.A Degree in Accounting and Finance  | 2015 |
| **Kotebe College of Teachers Education** Diploma in Teaching at secondary cycle of primary school | 2010 |

## **Employment History**

|  |  |
| --- | --- |
| **Wainscot Trading PLC**Position: AccountantYBM Trading PLC Position: Senior Accountant | **Addis Ababa**December 27, 2018 – July 26,2021July 27,2021- Present |
| **Key responsibilities*** Document financial transactions by entering account information into Peachtree accounting software evidencing with sufficient and appropriate documents.
* Prepare payments for customers by verifying documentation, and keeping sufficient document for requesting disbursements, substantiates financial transactions by auditing documents in complies with federal state and local financial regulations requirements by studying existing and new legislation and advising management on needed actions.
* Assuring monthly report of VAT, Withholding Tax collections, Employee income tax, private organization employee pensions and related revenue and Customs Authority Reports on time and Correctly.
* Summarize current financial status of the company by preparing Balance sheet, Profit & loss statement and other reports.
* Recording bank accounts of the company against disbursements made and adjust financial discrepancies collecting and analyzing the account information.
* Maintain accounting controls by preparing and recommending policies and procedures.
* Guide accounting clerical staff by coordinating activities and answering questions.
* Maintain financial security by following internal controls and regularly completing data base backups.
* Prepare special financial reports by collecting, analyzing, and summarizing account information and trends.
* Close company accounting years upon external auditor’s final approval.
* Maintain customer confidence by both company and customers keeping financial Information confidential.
* Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies and ERCA Publications, laws and regulations.
 |
| **Abraham Solomon Fanta Construction Machinery Rental**Position: Junior accountant | **Addis Ababa**November 23, 2015 - December 26, 2018 |

**Key responsibilities**

* Prepare monthly periderm expense summery against work and travel advances.
* Prepare employees’ salaries.
* Prepare payment vouchers and check books for authorized payments after verifying correctness of the pertinent source documents affixed with payment requests.
* Prepare monthly settlements of tax (VAT input &output, income tax and pension contributions) and declare to tax authority.
* File the department payment/collection documents in chronological order.
* Prepare petty cash payment & summery for replenishment.
* Check regularly the supporting documents attached for both purchases and sales transactions.
* Prepares monthly sales summery and reconcile with fiscal receipts.
* Prepare statement of accounts by reconciling the account balances of receivables and payables.
* Post all payments, deposits, sales and other transactions documents on Peachtree software.
* Perform other similar duties assigned by immediate supervisor.

|  |  |
| --- | --- |
| **Ethio-Japan Primary School (Addis Ababa)** | July 08, 2010 – June 27, 2013 |
| **School of Aygoda (Addis Ababa)**  | July 2013 – October 2015 |
| Position: Language teacher (in both schools) |  |

## **Professional Skills**

|  |  |
| --- | --- |
| Computer Skill - MS – Word, Excel, power point | Very good  |
| Peachtree accounting | Very good |
| IFRS and Taxation In Ethiopia certificate |  |

## **Languages**

|  |  |
| --- | --- |
| English: | *Good*  |
| Amharic: | *Native* |

## **References**

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| --- | --- | --- |
| Paulos Sebsibe 0911 24 35 90 | Belay Tadesse09 11 23 10 85 | Mignot Alemayehu0911 24 62 65 |