

Mrs. Amira Akmel Surur

CONTACT

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SUMMARY

A dedicated young female accounting professional with MBA in Finance and 7+ years of experience in the field of Accounting & Auditing. Sectoral skill and knowledge in Big Four Consulting companies such as Deloitte, International NGO (DOT Ethiopia), and private business companies.

WORK EXPERIENCE

Digital Opportunity Trust Ethiopia (INGO), Addis Ababa

September, 2021 — Present

Senior Finance Officer

- Worked closely with the Finance & Admin Manager and the Head Quarters Finance Team (located in Canada) in posting & analyzing transactions, monthly account closures and preparation of yearly Financial Accounts.
- Prepared monthly accounts reconciliations, expenditures by cost center/project, as well as other financial information in a timely and accurate manner.
- Ensured project cash receivables and payables are properly managed and reported to the Finance Manager for timely decisions as needed.
- Supported & trained regional accountants in implementing organizational financial policy and procedures.
- Ensured Standard Operating Procedures (SOP's) are met before recording to the Cloud Accounting System (SAGE INTACCT).
- Prepared & submitted multiple projects financial performance reports in compliance with donor (*Including GAC, UN, Woord en Daad, World Bank etc. Funded projects*) requirements for management review & approval.
- Assisted the Project and Program team in developing periodical project budgets.
- Acted as a focal person in responding to questions arise from external and donor compliance auditors.

Digital Opportunity Trust Ethiopia (INGO), Addis Ababa

August, 2019 — August, 2021

Finance Officer

- Diligently coded and journalized transactions for posting to the Cloud Based accounting system (SAGE INTACCT).
- Prepared monthly Staff Payroll for review and approval by management.
- Prepared and filed organization's monthly tax payments including Staff payroll tax, Pension, Withholding Tax and other mandatory settlements in accordance with the Ethiopian laws and regulations.
- Assisted the Senior Finance Officer in preparing required financial reports for management and external consumptions.
- Ensured Petty Cash account of all regional offices are properly managed in accordance with the organizations petty cash policy and procedures.

Mohammed AL-Amari PLC., Addis Ababa

January, 2019 — August, 2019

Senior Accountant

- Posted and analysed transactions in Peachtree Accounting Software.

- Prepared monthly Statement of Profit & Loss, Cash Flows and other performance reports to aid management make informed decisions.
- Ensured the adequate application of internal controls.
- Oversee all month-end closing activities including general ledger closing, balance sheet reconciliations, bank statement review and monthly bank reconciliation reports.
- Prepared annual Financial Statements in accordance with the Ethiopian reporting requirements and International Financial Reporting Standards (IFRS) ETC.

Zagol Oil Ethiopia, Addis Ababa **July, 2017 — December, 2018**

Finance Officer

- Controlled all accounting activities and make adjustments of irregularities and variation.
- Maintained an up to date Fixed Asset Register for the company's property and make the necessary depreciation calculation.
- Prepared cost buildup for imported items

Deloitte Ethiopia, Addis Ababa **December, 2015 — June, 2017**

Auditor

- Assisted in planning work on assigned segments of the audit.
- Executed detailed audit procedures including reviewing transactions, documents, records, reports and procedures and conducting audit tests which are sufficient in scope to support professional opinions as to the fair representation of client financial statement.
- Assisted in preparation of financial statements, reports and analytical reviews, as necessary
- Prepared work papers which record and summarize audit procedures performed. ETC.

EDUCATION

Master of Business Administration (MBA) in Finance **November, 2018 — October, 2021**

Addis Ababa University

Cumulative GPA: 3.67

Bachelor of Arts In Accounting **September, 2012 — July, 2015**

St. Mary's University

Cumulative GPA: 3.95

QUALIFICATIONS

- Successful completion of the U.S Embassy Youth Mentoring Program conducted from 2013/2014.
- Successful completion of Modern Accountancy training at Virtual Computer Training.

COMPUTER SKILL

No.	Particulars	Type	Competency Level
1	SAGE INTACCT - Cloud Based	ERP	Very Good
2	PEACHTREE ACCOUNTING	Accounting	Excellent
3	MS Excel	Spreadsheet	Very Good
4	MS Word	Word	Good
5	Google Drive	Cloud	Good

LANGUAGE SKILL

Language Writing Reading Speaking

Amharic Excellent Excellent Excellent

English Very Good Very Good Very Good

INTERESTS

- Physical exercise like aerobics.
- Spending time with my family and kids.
- Watching documentaries etc.

REFERENCES

1. Ebrom Getachew, -- Finance and Admin Manager, Digital Opportunity Trust, egetachew@dotrust.org, Tel: +251912667844
1. Mohammed Abdo, ACCA -- Manager at Grant Thornton Advisory PLC, Muheabdo67@gmail.com, Tel: +251910676786
2. Betelhem Getahun, --Finance Head at Zagol Oil Ethiopia, betelihem.Getahun@zagoloil.com, Tel: +251943139739