

# CURRICULUM VITAE

Name: - Wondimu Ababu Asmare

Date of Birth :- January 25,1980

Sex: - Male

Nationality; - Ethiopian

Addressee: - Addis Ababa, Ethiopia

Telephone: - +251-09-10-04-16-91/0921-12-14-58

Email; - [wondey16@gmail.com](mailto:wondey16@gmail.com)

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## Academic Education:

- **MSC** in Accounting and Finance
  - **Bachelor of Art** in accounting
  - **Diploma** in Accounting
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## DETAILS OF DESCRIPTION OF WORK EXPERIENCE

1. . Date: - As of 20 July 2022 to date

Employer: - Armauer Hansen Research Institute /AHRI/

Position: - **Program Finance Coordinator**

### Major Duties:-

- Follow up all timelines/deadlines in relation to preparation of periodic schedules of submitting project financial reports;
- Prepare and updates project related files with budget details separately & Sequentially;
- Prepare result-based budget by consulting the Grant Manager and Plan & partnership Directorate;
- Support the Finance and procurement directorate in regular financial activities & reporting of the
- Prepare budget utilization and variance report for submission on a monthly basis, analyze variances between approved budgets and actual expenditures;
- Provide guidance on a continuous basis to the fund holders and communicate with the Donors regarding the implementation of their budget

- Ensure that the program and financial management of the institute in line with the Ethiopian Gov't and Donors' grant rules and regulation;

**2. Date: - October 16, 2019 to Feb 08/2020 and February 09 to 20 July 2022**

**Employer: - BIS Vegetables and Fruits Agro-Industry S.co**

**Position: - Senior Accountant and Acting HR and Finance Manager**

**Major Duties:-**

**HR Responsibilities**

**Assists during the pre and post-hiring process**

- Manages and maintains job postings
- Ensures timely response to questions from hiring managers, applicants, and new hires
- Coordinates scheduling of phone screens, interviews, and new hire orientation

**Assists in the orientation and on boarding process**

- Conducts new employee orientation
- Prepares materials for employee on boarding
- Assists in administering and updating employee benefits
- Assists in compiling information to ensure agency compliancy
- Assists in benefits administration and maintenance

**Finance Responsibilities include:**

**Perform accounts payable functions**

- Process all incoming invoices and distribute to appropriate staff for approval
- Verify completeness and accuracy of all vouchers, check requests, and employee expense reports
- Process weekly disbursements
- Prepare journal entries for accounts payable
- To facilitate Share company feasibility study with long and short range plan
- Comply with established internal control practices and procedures to ensure proper

**Management of financial transactions**

- Controlling Share holders premium
- Controlling Fixed time deposit in different bank
- Follow up Interest Income monthly and collect bank advice

**3. Date: - February 01, 2012 to March 31 2013 & April 1,2013 to December 31, 2018**

**Employer: - Project Mercy-International NGO**

**Position: - Senior Accountant and Acting Finance Head**

**Major Duties**

- Maintain proper filing systems of financial documents, scan and burn on CDs those monthly financial reports to be forwarded to General Manger
- Maintain an electronic monthly cash book and perform daily and weekly cash reconciliation of the programmed books;
- Check expenditures against budgets, preparation of monthly expenditure statement and properly filing of financial documents;
- Ensure that accounting records are kept updated, are reliable and are maintained according to accounting practices;
- Code transactions for the project floats and ensure it is in line with project budget lines;
- Manage cash balances to ensure that sufficient balances are maintained for ongoing activities, while preventing too high balances to avoid incurring high exchange rate charges.
- Update monthly staff payroll for deduction for advances, and keep track of clearing all outstanding;
- Ensure timely and accurate encoding of all financial movements using Peachtree software;
- Support payment to service providers, suppliers and contractors and clearance of advance of procurement officer against a “Goods Received Note” signed by Logistics Officer
- Prepare and distribute monthly expenditures reports on project and program level in support of managers and program staff
- Ensure that all documents relating to financial transactions and donor contracts are properly filed in order to facilitate their retrieval and to safeguard
- Facilitate smooth internal and external audits of donor contracts
- Assist management and program staff in preparing annual program budgets based on quarterly and annual expenditure reviews
- Support coordination and preparation of bi-Monthly cash requests in coordination with relevant program staff, forwarding it to Regional Finance Officer in a timely manner
- Assist management and program staff in budgeting, monitoring and financial reporting for specific activities or sub projects
- Support the production of timely and accurate encoding of all financial movements and the preparation of monthly budget monitoring reports
- Coordinate and monitor monthly financial reports from field sub office and compile with head office reports;
- Train new finance staff in the Finance System and Regulations and advise on their performance to ensure sound accounting and procurement practices and that financial regulations are always strictly adhered to
- Support annual performance reviews of Finance Staff and assist in identifying their training needs
- Regular budget reviews (monthly, quarterly annually)
- Donor reports as per schedule and deadlines

**4. Date: - October 13, 2010 to December 15, 2011**

**Employer: - Tendaho Housing Development Project**

**Position: - Accountant**

**Major Duties:-**

- To prepared and ready check payment for the approval ,
- Prepared & checking permanent & casual staff payroll monthly
- Checking bank balance with ledger reconciliation,
- Posting transaction using IBX and ERP soft ware
- Recording fixed asset registration
- Follow up inventory processed
- Document filling systems, the document to ready for auditing purpose ,

**5. Date: - December 15, 2007 to February 15, 2010**

**Employer: - FARM-Africa-INGO**

**Position: - Admin and Finance Officer**

**Major Duties:-**

- Maintain accounting records (monthly update of accounting transactions and monthly report of income statement.
- Performs tax filing (income tax, WHT, and VAT declaration on monthly basis and filing of annual tax return after closing year end)
- Follow up collection from client (follow up of payment requests issued to clients, follow of cheques collected and banked)
- Follow up timely settlement of bills of utilities and other contractual obligation
- Prepares Payroll Control attendance of support staffs and monthly time sheet of auditors
- Ensure that payroll are prepared in accordance with the attendance and monthly time sheet
- Follow-up timely maintenance of office equipment and furniture
- Control staff annual leave and time sheet report
- Supervise secretaries to ensure that necessary office stationeries are kept available
- Support in managing and addressing all staff personal issues ensuring compliance with HR Manual guidelines
- Support in monitoring and follow-up on the performance of all staff working in the Sub-office
- Support to ensure the necessary accounting, documentation and reporting procedures required for the purchase of items are complied with purchases/procurement procedure

**6. Date: - April 04, 2007 to December18, 2007**

**Employer: - ACDI/VOCA-Ethiopia-INGO**

**Position: - Secretary Accountant**

**Major Duties:-**

- Controlling & managed in accordance with the financial rules, regulations, and procedures of the organization
- Handling checks office petty cash ,verify and co-sign on checks and financial documents
- Regularly handle advance settlement and ensure that long outstanding are liquidated within a month time
- Ensure that on all payment vouchers ,supporting documents are attached , coding in the automated financial system
- Keep track of void checks, bank balance
- Give information on the available balance to the head of Finance up on the request
- Carry over check stub balance before presenting check to the regional project manager for approval and signature
- Organize filing system ,keep copy of payment ,receipt
- Incoming and outgoing correspondence staff contracts agreements with consultants
- Compile and type reports letters ,memorandum and financial reports,
- Ensure that office mails, telephone, vehicles are maintain properly,
- fill in forms ,work orders ,Requisition, personal forms ,schedules and maintain office records , receive guests ,
- Provide information and take message, sort and distribute mail, answer telephone calls and arrange appointments.

**7. Date: - September 11, 2002 to March 27, 2007**

**Employer: - Afar National Regional State People's Organization Labor & Social Affairs Bureau**

**Position: - Accountant**

**Major Duties**

- Ensure the financial compliance of all payments as per Policies and procedures
- Ensure proper authorization of all financial transactions before payments.
- Review accounting reports including Cash and bank transaction journals on daily basis.
- Ensure that all entries are properly coded and all transactions are backed up with appropriate supporting documents
- Record transaction on daily basis in Bank as well as cash journal templates as required
- Responsible for on time settlement of all statutory taxes, pension, and withholding taxes within the same month to the concerned government office.

❖ **Special Skills and Short term Training**

- Computer, Ms-Excel, Ms-Access, Ms-Word
- Strategic Planning and Project Management
- Program & Financial Management
- QuickBooks , Peachtree Accounting, Sun-System
- IPSAS /International Public Sector Accounting Standard /
- Auto Driving License

❖ **Langue**

Language	Speaking	Listening	Writing	Reading
Afarigan	Excellent	Excellent		
Amharic	Excellent	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent	Excellent

**Reference**

- ❖ Ato Mulugeta Bekele 0913-25-10-93  
Email:-mulugtabekele10@yahoo.com
- ❖ Ato Mamushe Alemu 0911 -42-77-91  
Email:-mamushalemu@gmail.com
- ❖ Ato Mulualem Gezehagne 0912- 17-27-49  
Email:-muculture@gmail.com