**Curriculum Vitae**

1. **General Information**

Name: Admasu Mekonnen Duressa

Birth Place: Wollega, Ethiopia

Birth Date: January 1986 G.C

Marital Status: Married

Address: Burayu, Ethiopia

Mobile: +251 912033189/0972494802

E-mail: admasumekonnen8@gmail.com /yerosat2@yahoo.com

1. **Work Experience**

I have more than 18 years of work experiences at different organizations and different positions mentioned here in under:

1. **EECMY DASSC BDS BO Tschallia Integrated Rural Development Project(September 2000-December 2006)**

**Title: Accountant**

**Responsibilities include**

* Supervising daily cash collection and payments
* Preparation of monthly payroll and updating
* Monthly bank reconciliation
* Coordinate the compilation of quarterly, bi-annual and annual financial reports
* Checking the coding of financial documents to record of transactions,
* Checks documents of payments and receipts for correctness and completeness,
1. **EECMY DASSC BDS BO Birbir Suchi Integrated Food Security Project**

 **Title: Accountant (January 2007- July 2007)**

**Responsibilities include**

* + Conduct regular financial and technical monitoring the fund utilization in line with project budget.
	+ Assures the availability of books account to external auditor and collect audit findings of the project and follow up for correction
	+ Assures if the Grant releases as per the agreement
	+ Monitoring financial efficiency in connection with the program activities and produce a report based on the partner and government requirements

 **3.Golden Prospect Mining Company**

**Title: Administration and Finance Officer ( August 2007 to May 2009)**

**Responsibilities include:**

* Makes sure that the budgets of the projects are released on time, necessary documents are in place & that approvals are duly obtained before payment is effected.
* Monitoring of Project budget utilization
* Personnel administration and inspecting asset utilization
* Provide technical assistance on administrative policies and procedures
* Prepare Annual financial and programmatic reports
* Provide monitoring on Budget utilization periodically
1. **EECMY DASSC WS BO**

Title: **Finance officer (August 2012 to June 2014)**

**Duties and responsibilities**

* Manage the records of Earmarked grants transfer for different projects and maintaining separate books of accounts.
* Maintain accurate bank records of cash withdrawals and deposits.
* Manage financial and administration activities
* Oversee preparation of financial records related to general ledger, payroll, budget; expense, etc.
* Work on account receivable and payable activities.
* Follow standard accounting process for financial analysis and reporting activities.
* Evaluate existing accounting system and recommend improvements if required.
1. **EECMY Western Ethiopia Green Livelihood Improvement Program (July 2014 – to date)**

**Title: Program Senior accountant**

**Duties and responsibilities**

* Coordinating accounting functions and programs.
* Preparing financial analyses and reports.
* Preparing revenue projections and forecasting expenditure.
* Preparing and monitoring budgets.
* Maintaining and reconciling balance sheet and general ledger accounts.
* Annual audit preparations.
* Investigating and resolving audit findings, account discrepancies, and issues of non-compliance.
* Contributing to the development of new or amended accounting systems, programs, and procedures.
* Performing other accounting duties and supporting junior staff as required or assigned.

**IV.EDUCATION**

1. MIcrolink Information Technology College –with Diploma in Computerized Accounting
2. Jima University, Bachelor of Art in Accounting and Finance (Sep 2002-June 2005 E.C)
3. Wollega University, Masters of Business administration (MBA), Nekemte Campus.
4. **SHORT TERM TRAINING AND WORKSHOP ATTENDED**

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| * Attended financial management workshop organized by BFTW(August 3-5, 2002)
* Attended workshop on **Justice to the poor** organized by **Bread for the world**

 (June 1-3,2003)* Attended Financial management workshop Organized by EECMY DASSC (October 1-3, 2003)
* Attended workshop on Strategic planning and procedural standards organized by

 BFTW (December 13-16 ,2004)* Attended workshop on project monitoring ,reporting, finance management and annual operational plan organized by EECMY Development Department (December 17- 22,2004)
* Attended Workshop on cooperative Development in Ethiopia organized by EECMY DASSC from(Nov 21-25,2006)
* Attended Navision financial accounting software ( May 2-6,2007) organized by EECMY DASSC(Ethiopian Evangelical church Mekane yesus Development and social service commission)
* Attended Microsoft Dynamics NAV 2017 training given by SYSERP Trading PLC and received certificate of training
* Attended and received certificate of training on International Public Sector Accounting Standards (IPSAS) organized by EECMY-DASSC in collaboration with TAY Consulting September 2-6.2019.
* Attended training on **Do No Harm** Approach organized by EECMY DASSC Green LIP and EECMY WS Kamashi Youth Center in collaboration with NMS Ethiopia.
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1. **Additional Skills**

 I am capable of driving Light Vehicle and Motor cycles having official licenses

1. **PAPERS AND RESEARCH ARTICLES**
2. Comparative analysis of Government and non-government Insurance companies Research paper submitted to the department of Accounting and Finance, Jima University in June 2013.
3. Research paper submitted to Wollega university Nekemte Campus on Factors affecting customer satisfaction on Oromia International Bank , Gimbi branch.
4. **L A N G U A G E S**

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| Language  |  **Language Ability**  |  |
| Reading  | Writing  | Speaking  | Hearing  |
| English  | Very good | Very good | Very good | Very good |
| Afan Oromo  | Excellent  | Excellent  | Excellent  | Excellent  |
| Amaharic  | Excellent  | Excellent  | Excellent  | Excellent  |

**REFERENCES**

1. Sambata Gamachu –EECMY DASSC WE Area Office Manager.

Email: sanbatagemechu@yahoo.com Tel.0919514110

1. Yonas Tamiru- EECMY DASSC AA AO Finance and Admin officer Tel, 0911037549 email yonysofa@yahoo.com
2. Gemechis Gudina EECMY DASSC WE Area Office MEAL Officer.

Email: gkulani803@gmail.com Tel. 0911768330

1. Tariku Tefera –EECMY DASSC HO Finance team leader.

 email:taretaf@yahoo.com Tel. 0911031304