



971XXXXXXX



bernadinbeni@gmail.com



Dubai, UAE



## EDUCATION

**2013** : Bachelor's Degree in Accounting and Finance, option: Accounting, Control and Audit : NGAOUNDERE UNIVERSITY

**2010** : Bachelor in Life and Earth Sciences and Mathematics : William Booth Bilingual College · Yaoundé, Cameroon

## SKILLS

- Financial accounting
- Finance
- Accounting and financial audit
- Management control
- Tax.

## COMPUTER SKILLS

Sage saari  
Sun system  
Dolibar  
Pack offices

## TRAINING

- IDA Training Attestation Applied Audit (Paris, France)
- Certification in Health, Safety and Environment (Port gentil, Gabon)
- Driving licence (B)

## LANGUAGES

French \*\*\*\*\*  
English \*\*\*\*\*

# ELEME JEAN BERNADIN

Accountant

8 years 8 months experience



## ABOUT ME

Passionate about management with a good analytical ability, I like human contact and willing to learn. Rigorous, discreet and hard-working.



## WORK EXPERIENCE

### Accountant

Sept. 2022 – Feb 2024

Ferme Symphorien, Yaoundé - Cameroon

- Bank reconciliations;
- Account receivable and trade payable
- Charge expenses to account and cost centers ;
- Ensure compliance with expenditure execution procedures;
- Settlement of various taxes and social security contributions;
- Statistical and tax reporting;
- Inventory

### Accountant

Oct. 2021 - March 2022

ONG Help the Children International, Bertoua - Cameroun

- Answer accounting, budgetary and financial questions;
- Prepare reconciliations and perform analysis of general ledger accounts
- Process payments and documents such as invoices, vouchers, employee refunds, and statements.
- Enter and update accounting data from the automated system.
- Determine content and assemble data to prepare monthly reports;

### Accounting and financial auditor

Sept. 2017 - Sept. 2021

Accounting firm UHY-BBI Advisory and Audit, Yaoundé - Cameroon

- Auditing of partial asset transfers;
- Accounting and tax assistant;
- Statistical and fiscal reporting ;
- Prepayment and accruals,
- Account receivable and trade payable ;
- Royalty payable
- Long term provisions ;
- Exploration and Evaluation assets ;
- Property and Equipments ;

### Chief Accountant

Dec. 2013 - August. 2016

CAMBATANI Ndjamen, Chad

- Put in place the financial techniques necessary for the development and protection of the enterprise;
- Preparing budgets and their follow-up;
- Analyze gaps, recommend solutions;
- Ensure compliance with expenditure execution procedures;
- Inform and advise management on accounting and fiscal constraints;
- Verification, correction and validation of accounting transactions;
- Account receivable and trade payable ;
- Monitoring and validation of salaries;
- Settlement of the various taxes;
- Inventory inventories;
- Analysis and interpretation of the financial statements;
- Write monthly reports.