



PERSONAL DETAILS

Marital Status

Single

Nationality

Ethiopian

Passport Number

EP7045072

Visa Status

Visit Visa

Languages Known:

English (Fluent)

Amharic (Native)

COMPUTER SKILLS

MS Office

Tally

Quick Book

SKILLS

- Team Leading skills
- Flexible and can be able to work in a multicultural environment
- Superb interpersonal skills and good communication skills
- Ability to work under pressure
- Proactive and possess positive attitude to achieve desired results

REFERENCES

- Can be provided upon request

KIDIST EJIGU TEREFE

Mobile: +97158 2507667

Email: kidistejigu12@gmail.com

POSITION DESIRED: ACCOUNTANT AND CASHIER

Highly experienced, dynamic, motivated and dedicated individual who is desirous to be associated with a qualitative Financial service oriented world class organization with emphasis on efficiency, consistent with individual access to initiate valuable contributions towards the realization of set goals and objectives.

CAREER OBJECTIVE

WORKING EXPERIENCE

HRTC Oilfield Services, N'Djamena, Chad

Duration: Nov 2022– Mar 2024

Position: Financial Assistant

Duties & Responsibilities:

- Processing invoices, purchase orders and maintaining financial records
- Preparing financial reports, performing reconciliation & preparation of budgets
- Preparing with tax records & Assisting payroll processing

Ahadu Bank , Addis Ababa Ethiopia

Duration: Sep 2020 – Oct 2022

Position: Teller/ Cashier

- Analyzing market trends, executing trades, managing risk
- Staying updated on global economic news.
- Develop and refine trading strategies, maintain discipline,

Salim Al Khattal Group Marine Contracting & Trading, Dubai, U.A.E

Duration: Oct 2016 – Sep 2020

Position: Sales Accountant

Duties & Responsibilities:

- Preparing daily financial Reports and financial statements
- Preparing Invoices & Follow up on receivables & payables
- Arranging agreement, and monitoring loading of shipment
- Preparing tax records

Kokeb and Melkamu Audit Partnership Chartered Certified, Addis Ababa Ethiopia

Duration: Aug 2015 – Nov 2016

Position: External Auditor

Duties & Responsibilities:

- Prepare Audit Frame Work
- Evaluate All financial statement as per all regulations and proclamations
- Check expenditures, revenue, and other financial records
- Prepare draft Audit report for Auditor director review.

Office of federal Audit General of Ethiopia, Addis Ababa Ethiopia

Duration: Jan 2013– Aug 2016

Position: External Auditor

Duties & Responsibilities:

- Plan effective auditing processes
- Inspect internal systems and controls
- Investigate specific issues regulatory bodies bring forward
- Explain audit findings and recommends solution.
- Follow up on prior audit findings

ACADEMIC QUALIFICATION

- Bachelor Degree in Accounting from Admas University College, Ethiopia 2009 - 2012
 - Final project Topic. :- Financial Statement Analysis (using Ratio Analysis)
- Kidist Ejigu Terefe