



# KIDIST EJIGU TEREFE

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## 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

### 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