SEVERIN MUFU TSAFACK

ASSISTANT ACCOUNTANT AND BOOKKEEPING OFFICER

Phone number: +971 55 769 1893

Email: tsafackmufu@gmail.com

Current Address: Al Quouz, Dubai, United Arab Emirates

Nationality: Cameroonian

Age: 37, Gender: Male

Marital Status: Married

Results-oriented, committed, and honest professional with a Diploma in Accounting and over 10 years of experience in finance-related positions, spanning across microfinance, sales coordination, and warehouse management. Efficient in bookkeeping, invoicing, account reconciliation, financial operations, and team lead in both corporate and retail environment. I am seeking records keeping or assistant accountant position where I can exploit my skills and strong work ethic to promote financial and organizational growth aligned with the company goals.

Key skills

Ledger maintenance l Financial reporting l Account reconciliation l Pay roll preparation l Microsoft Office l Excellent communication skills l Document organization l Invoicing and receipts control l Budgeting l Customer service

Professional Experience

World of Fishes LLC, Al Quouz, Dubai (July 2020 - Present)

Salesperson and Assistant Operations Manager

- Decreased delivery time and increased clientele satisfaction, which led to promotion as Assistant Operations and a 50% salary increase.
- Spearhead shipment and delivery operations of seafood strictly adhering to clients' orders and standard food safety procedures.
- Create weekly sales records for all actualized payments and deliveries.
- Reconcile inventory of all seafood species with information in the digital system.

Bin Eissa Mobile Phones and Accessories, Karama, Ajman (Dec 2019 - Jun 2020)

Salesperson

- Processed and verified customer payments, and record transactions accurately in the ledger.
- Communicated pricing and billing issues to customers and supervisor.
- Prepared weekly statements of accounts including profit and loss, and submit monthly sales report to supervisor.

OLAMCAM Douala, Cameroon (Sep 2018- Sept 2019)

Warehouse supervisor

- Monitored all delivery of cereal products against invoices and receipts.
- Carefully entered records and stocks in the manual ledger and digital system
- Managed the warehouse workers and delivery team ensuring timely release of goods from warehouse and timely delivery to clients.

Menchum Cooperative Microfinance, Ekona-Cameroon (Jan 2018 - Jul 2018)

Branch Manager

- Oversaw the daily operations of the microfinance organization, guaranteeing the smooth functioning of all departments.
- Monitored the institution's financial performance, including income, expenses, and profits.
- Prepared and submitted monthly, quarterly, and annual financial and operational reports.
- Approved loans, withdrawals, and financial transactions in accordance with internal policies.
- Developed and implemented strategies to increase customer acquisition and retention.
- Resolved customer complaints and disputes to maintain good client relationships.

Guinness Sarl Muyuka-Cameroon (May 2017- Dec 2017)

Sales Coordinator

- Received orders, issued receipts and monitored the delivery of drinks against invoices and receipts.
- Carefully entered daily sales records in the manual ledger and digital system.
- Reported to the manager any issue encountered in the field while working outstation.

Efuetngu Cooperative Microfinance, Muyuka-Cameroon (Feb 2016 – Mar 2017)

- Intern tasked with updating customer cards, loan registration and ledger maintenance

Global Cable Network, Muyuka-Cameroon (Jul 2014 – Dec 2015)

Cashier

- Handled daily finances, communicated with the technical team to provide services to clients who have subscribed. Prepare monthly reports on all subscription and payments.

Education

- Higher National Diploma in Accounting   2012
- Advanced Level Certificate in Business subjects   2010

Language

- English: Advanced in reading, writing and speaking
- French: Average in reading and speaking; basic in writing

Referees

Available upon request