

Abdikhalak Mohamed Abdilahi

Sheikh Madar Village

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Position : School Accountant

To: Al Mustaqbal Schools

Dear Sir/Madam,

With reference to the advertisement that has been posted in **Social media** for the **School Accountant** based in Hargeisa which attracted me to apply with enthusiasm. I have read the content as well as details of the work scope involved and I'm very confident that I have the required and desirable skills.

I have over three years' experience in the accounting field where I have worked with Almis General Trading Company as an finance assistant and Al jazera Secondary School as accountant . My duties were included reparing the school's annual budget, Building a robust accounting department which has proper internal control systems to ensure that the collections, billing, expenditure and reporting are all done in a manner that mitigates fraud, Preparing income and expenditure report, Maintaining and overseeing all bank account including Zaad and eDahab Managing petty cash, prepare payment vouchers and checks, Welcoming customers, answering their questions, , and, proper record keeping, reporting, accounts and reconciliations, manage accounts receivable and accounts payable, Prepare financial reports on a monthly basis and updating financial records and carrying out all other Accounting and finance related tasks of the School

Furthermore, I have a bachelor's degree in Business Administration, and I have certified Accounting Foundation, professional diploma in Accounting and Finance, certificate of computerized accounting, professional diploma in customer care and also diploma of ComputerApplication (office automation). In these roles my strong skills, critical thinking and leadership skills as well as my team spirit skills have all been improved, concretized and strengthened.

In addition, I have also worked with variety of people from different background, culture, and acquired high level of professionalism and good communications skills required for both short and long term success of the school.

Therefore, as a result of my prior working experience inherited from the worked institutions, I see myself capable of successfully fulfilling the requirements and responsibilities for this post. I am looking forward to hearing from you in the near future.

Thank you for time and effort you take in reviewing my application.

Best Regards

Abdikhalak Mohamed

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Hargeisa, Somaliland

Sheikh Madar Village

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Personal statement

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I am detail oriented in preparing financial statements, hardworking, dynamic, motivated, and responsible individual with accounting field.

I am hard working, dynamic, goal-oriented, and responsible individual. I possess an excellent ability to motivate others; therefore this is great opportunity to me. I have excellent mathematical background as well as being able to work individually and with team.

Furthermore, I have good and effective communication skills, solid knowledge of GAAP and IFRS, and high ethical manner that can contribute future success for the school

Work Experience

Finance Assistant

January 2021- Feb 2022

Almis General Trading Company

Duties and responsibilities:

- Manage all accounting transactions
- Works closely with the head of Operations and Finance on budgeting and financial reports
- Prepare budget forecasts
- Assist with implementing and maintaining internal financial controls and procedures
- Publish financial statements in time
- Ensures and follows up the implementation a compliance of all inventory management
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Produces monthly evaluation reports to measure the financial performance of the company
- Prepares income and expenses accounts, ensures accuracy and oversees the closing process
- Compute taxes and prepare tax returns Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Creates Supplier Accounts and maintains recording payable into the proper vendor accounts.
- Strong excel skills
- Comply with financial policies and regulations

Accountant

Al Jazeera Secondary School

April 2022- Feb 2023

Duties and responsibilities:

- Responsible for school fee collection.
- Prepares quarterly and yearly variance reports and seeks explanations with the help of the School Heads.
- Prepares monthly financial reports.
- Prepares fees reconciliations per month/term.
- Prepares and processes all financial expenses for the school and submits for further review approvals.
- Makes payment from the petty cash only when approved.
- Producing monthly report for the management team
- Maintaining and overseeing all bank account including Zaad and eDahab
- Ensuring school financing policy is reviewed and the school meets all financial requirement
- Posts daily transactions in the accounting system on regular basis and with appropriate reviews and approvals.
- Responsible handling cash including collections and disbursements, banking and security.
- Manage the petty cash and sundry expenses process and ensure it is reconciled on a daily basis.

Customer Care

January 2020- Feb 2022

Sultan Restaurant

Duties and responsibilities:

- Listen to customers' concerns, issues and questions
- Resolve customers' concerns and answer customers' questions to your best ability
- Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- Responding promptly to customer inquiries.
- Communicating with customers through various channels.
- Acknowledging and resolving customer complaints.
- Knowing our products inside and out so that you can answer questions.
- Processing orders, forms, applications, and requests.
- Keeping records of customer interactions, transactions, comments, and complaints.
- Communicating and coordinating with colleagues as necessary.
- Providing feedback on the efficiency of the customer service process.
- Managing a team of junior customer service representatives.
- Ensure customer satisfaction and provide professional customer support.

Educational Background

- 2017-2021 Bachelor Degree of Business Administration particularly in Accounting and Finance from **University of Hargeisa**
- 2021-2022 Certified Accounting Foundation **CAF** from **ICPAS**
- 2017-2018 Diploma of Accounting and Computerized Accounting from **Hiigsi College**
- 2020-2021 Certificate of procurement and Logistics at **YAZA Research Service**
- 2020-2021 Certificate of Tech recruitment process at **Hirist Tech Recruiter**
- 2019-2020 Professional diploma in marketing from **Beder University**
- 2020-2021 Foundation certificate in marketing from **University of Hargeisa**
- 2013-2014 Diploma of English Language from **Aljazeera College**
- 2015-2015 Diploma of Computer Application from **Hiigsi College**
- 2013–2017 Certificate of Secondary School from **Salwa Sabah Boarding Schools**

Key skills and competencies

- Solid knowledge in Customer care.
- Excellent communications and leadership skills
- On-time reporting and critical thinking skills
- Proactive, hardworking, analytical thinking & have attention to detail
- Excellent interpersonal skills
- Public speaking and time management skills
- Problem-solving and result/goal-oriented skills

Languages

Language	Mother Tongue	Excellent	Fair
Somali	■		
English		■	
Arabic			■

References

Name	Organization	Title	Contact Info
Abokor Ahmed Omer	Al Jazeera Sec School	Principle	Mobile: +252 63 4699764 Email: abokorahmed@gmail.com
Mohamoud Omar H. Osman	Sultan Restaurant	HR Officer	Mobile: +252 63 3000114 Email: mohamoudomer18@gmail.com
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