

Megenaga, Addis Ababa, Ethiopia

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Zerihunreta58@gmail.com

PROFESSIONAL SUMMARY

- Hardworking focused on completing work quickly to consistently exceed targets. Reliable team member accustomed to taking on challenging tasks, familiar with documentation and check and balance methods. Motivated and dedicated to work under high work load, pressure and extreme work conditions.

ZERIHUN RETA

WORK EXPERIENCE

21/07/2018 – 13/01/2022 – Addis Ababa, Ethiopia

OFFICE ASSISTANCE **– COMMERCIAL NOMINEES PLC**

- Handling incoming calls and other communications.
- Recording information as needed and clients and visitors as needed.
- Updating paperwork, maintaining documents, and word processing.
- Coordinating events as necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Experience as a virtual assistant.
- Creating, maintaining, and entering information into databases.

01/08/2022 – CURRENT – Addis Ababa, Ethiopia

ACCOUNTANT – **LUNAR INTERNATIONAL COLLEGE**

- Manage all accounting transactions.
- Prepare budget forecasts.
- Handle monthly, quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and Prepare tax return

EDUCATION

24/10/2013 – 28/07/2017 – Addis Ababa, Ethiopia

BACHELOR OF ACCOUNTING AND FINANCE – **Debre Berhane University, ETHIOPIA**

- Principle of Accounting
- Investment Analysis and Portfolio Management
- Public Finance and Taxation
- Accounting Information system
- Accounting Software Application

TRAINING PARTICIPATED AND CERTIFIED

22/08/2022 – 21/10/2022 - Addis Ababa, Ethiopia

- **Peachtree Accounting –** Lunar International College.

LANGUAGE

Mother tongue(s): AMHARIC

Other language(s):

	UNDERSTANDING		SPEAKING	WRITING	READING
ENGLISH	C1		B1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

- MS Project and MS Office
- Data Entry
- Quick and Effective to use Digital Devices to process
- Basic Coding Skills

Interpersonal Skills

- Decision Making
- Good Listener and Communicator
- Ability to work Under pressure and Hard Working
- Positive thinking and Respectful towards other
- Team Work and Friendly

Recommendation

- Mr. Abebaw Fisseha(Msc) – Head of Accounting and Finance
  Address: abebawfisseha@gmail.com (+251) 920319306, Debre Berhan University
- Miss. Tihitina Abebe (Msc) – Dean –Dean of Business & Economics College
  Address: zeritu78@gmail.com (+251) 921414162, Lunar International College