

EDUCATION

Within the United States

- **UNIVERSITY OF SAINT THOMAS, Houston, Texas.**
Master of Science in Accounting, (2012–2014)
- **OKLAHOMA CITY COMMUNITY COLLEGE**
Associate Degree in Business, (2008-2010)

Outside the United States

- **UNIVERSITY OF DOUALA CAMEROON**
Master's Degree in Accounting and Finance, (2004-2005)
Bachelor's Degree in Accounting, (2003-2004)

PROFESSIONAL EXPERIENCE

AGGREKO LLC

Houston, Texas- Jan- Feb 2015

Corporate Accountant:

- ❖ Managing commissions program in approximately 1M per month for about 100 sales representatives
- ❖ Researching- solving discrepancies on sales representatives' accounts in a very complex billings system
- ❖ Interactions with sales representatives through e-mails and over the phone
- ❖ Managing sales representatives accounts- responding to inquiries and calculating sales commissions
- ❖ Reconciling sales representatives accounts as needed
- ❖ Journalizing transactions with Excel spreadsheet - ERP system
- ❖ Reconciling revenues accounting and booking accruals- Month End Closed transactions
- ❖ Managing prepaid Insurance expenses and booking deferrals- Month End Closed transactions
- ❖ Reconciling balance sheet accounts and ensuring proper reporting using Cognos system
- ❖ Managing labors charges and travel expenses using Excel spreadsheet
- ❖ Monthly reporting with deadline

HARRIS COUNTY AUDITOR'S OFFICE

Houston, Texas - April- Oct. 2014

Auditor IV- Compliance Audit Division

- ❖ Reconciling monthly revenues accounting for about 25 departments within Harris County such as:
- ❖ Engineering, Toll roads, Health departments, Constables, Fire Marshall, Flood control, District attorney...
- ❖ Reporting from departments and reconciling revenues totaling approximately 68M+ per month
- ❖ Wrote compliance audit procedures to better monitor monthly revenues collection by recognizing, identifying and solving departmental problems. These procedures helped the County increase their annual revenue by 30%
- ❖ Ensuring each department complies with general Harris County internal policies and controls standards
- ❖ Reconciling revenues account for each department and proposing appropriate adjusting journal entries
- ❖ Making sure that all collected monies are recorded into the Integrated Financial and Administrative Solution (IFAS) system and transferred into the appropriate bank account or the treasurer office
- ❖ Spotting errors, researching information needed in the system and solving discrepancies on account balances
- ❖ Communicating with departments over the phone and using outlook system to address and solve problems
- ❖ Ensuring proper filing and documentation of all the County Auditor's forms used for auditing
- ❖ Managing through Excel, inventory of all manual receipts books used by departments for control purpose
- ❖ Create an excel spreadsheet for all the collections received for reporting purpose and graphic analysis
- ❖ Audited special projects under CPA supervision
- ❖ GAAP, GASB, SOX 15%

OFITE, OFI TESTING EQUIPMENT, INC.**Houston, Texas- February 2014**

Staff Accountant

- ❖ Prepared the team for an upcoming audit
- ❖ Reconciled banks accounts for 12 months (year 2013)
- ❖ Researched and worked on all phases of Banks reconciliation process to solve discrepancies and balanced
- ❖ Reviewed journals entries transactions and recommended necessary adjustments
- ❖ Reviewed Account Receivables and Account Payable transactions and recommended necessary adjustments

SOLID SYSTEM CAD SERVICES (SSCS)-GLOBAL IT; Houston, Texas Oct. 2013 – Jan. 2014 (Contract)

Staff Accountant

- ❖ Preparing vendors' transactions (On average, 60 invoices for local and international vendors per day)
- ❖ Reconciling vendor's accounts in Peachtree and updated vendors' files
- ❖ communicating with vendors through e-mails; reviewing all international vendors' e- invoices; converting all currencies into US dollars; sending discrepancies report to the Project Management Office (PMO); coding invoices to match them with each contract and job costing in Peachtree
- ❖ Ensuring accuracy of Purchased Order and Purchased requisition through a special software called "Tiger Paw"
- ❖ Ensuring the three ways match documents (Invoices, Purchased Order, Purchased requisition) for payment
- ❖ Mailing checks to local vendors; organized and filed payment documentation
- ❖ Interacting with vendors by e-mails and over the phone to solve discrepancies on accounts
- ❖ Assisting supervisor with other projects as needed

SAINT JOHN- NON FOR PROFIT ORGANIZATION , Oklahoma City, OK Jun 2011 – Mar 2012 (Contract)

Staff Accountant

- ❖ Established procedure to ensure accuracy of information and efficiency
- ❖ Conducted audits that helped save money (for example: benefits audit helped client save approximately \$30K on employee insurance deductions for two years- Another audit helped clear-out all discrepancies on cash budget which had a deficit balance of approximately \$89K for several years)
- ❖ Improved the use of payroll management software which resulted in time and money savings
- ❖ Inputting payroll data for approximately 30 people
- ❖ Developed standard report template to enhance financial statement analysis and ensure accuracy and compliance with US G.A.A.P
- ❖ Assisted with the preparation of the master budget (approximately \$1,5M)
- ❖ Prepared and recorded vendor transactions, reconciled vendor accounts, cut checks for approximately 100 vendors per week.

COMPUFIRST DISTRIBUTION (DELL FRANCHISE) Douala, Cameroon**Oct 2005 – Apr 2007**

Accounting Manager

- ❖ Came on board as a staff accountant and got promoted after 6 months as an accounting Manager
- ❖ Improved customer relationships, providing better quality, on-time service with free after sale services not covered by Dell guarantee, which led to an increase of number of contracts renewed and increased the company's revenue the next two years (the company's revenue increased from \$0.6M to \$2M)
- ❖ Motivated and supervised five people within accounting department and 10 people over all
- ❖ Reconciled general ledger accounts, performed bank and credit card reconciliations, supervised and balanced other company's accounts
- ❖ Prepared and cut checks for about 50 domestic vendors per week and processed electronic payment for international vendors
- ❖ Managed payroll for about 10 people
- ❖ Managed import and export of merchandises inventory

CREDIT LYONNAIS CAMEROON, Douala, Cameroon (Banking)

July 2005 – Sept 2005

Staff Accountant (Internship)

- ❖ Studied bank's risk for credit allowances process; wrote a memoir of 300 pages on risk management and how efficiently bank could lend money to companies based on the analysis of their financial statements
- ❖ Assisted front office and helped customers to meet their needs
- ❖ Analysis of risk transactions and filed office documents
- ❖ Reconciled and cleared-out discrepancies on personnel and corporate accounts
- ❖ Aided with monthly close financial statements, determined and recorded accruals, counted and recorded office supplies inventory

BOULANGERIE PATISSERIE LA CROUTE, Douala, Cameroon (Bakery and commerce) July 2003 – Jun 2005

Accounting Manager

- ❖ Designed the accounting and financial system to maximize tax efficiencies (savings)
- ❖ Prepared budgets and financial statements- balanced general ledger accounts
- ❖ Prepared and recorded vendor transactions- Reconciled bank and credit card accounts
- ❖

BRASSERIES OF CAMEROON, Douala, Cameroon (Brewery company)

Nov 2002 – Apr 2003

Staff Accountant

- ❖ Reviewed and analyzed invoices for raw materials from international and domestic vendors
- ❖ Coded and filed shipping goods invoices, bills of lading, insurance, transportation and custom duties documents to matched them with each job order
- ❖ Prepared weekly cash forecast for outgoing payments- Executed settlement via wire payment for international vendors and checks for local vendors
- ❖ Followed-up on accounts payable by reconciling transactions and managing aging accounts
- ❖ Prepared, recorded vendor transactions and balanced other general ledger accounts
- ❖ Participated in monthly audits of raw materials inventory, critical in detecting fraud and recording accruals for potential losses

ADDITIONAL

- ❖ Bilingual: French/English
- ❖ Chief Financial Officer for Graduate Association for Accounting Professionals (GAAP), (University of St. Thomas)
- ❖ President of International Student Association (Oklahoma City Community College, 2008-2010)
- ❖ Leader Quick Certificate obtained from (Oklahoma City Community College, 2009)
- ❖ Received the 2009 Event Organizer Award from the educational program empowering students and individuals (Oklahoma City Community College)
- ❖ Certificate of Achievement In Recognition of Leadership and Service (Oklahoma City Community College 2009)
- ❖ Community Service: Counseling released convicts and their families at the Parents Assistance Center (Oklahoma City, OK) 2010
- ❖ ERP system- Cognos reporting system- Word- Advanced Excel (vlookups, pivot tables, data analysis)- Access (Data entry)-Outlook system-Quick Books 2010-AS400-Sage Saari (General Ledger software)- Drake Tax software-Peach tree-Sage 300-Tiger Paw-Integrated Financial and Administrative Solution (IFAS)