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| serGE leopold **Mofego****M***OBILE: 240 707 5933/2404848077*sergemofego22@gmail.com***5504 54th avenue, riverdale, md,20737*****BOOKEEPER-ACCOUNTANT-PAYABLE, RECEIVABLE-PAYROLL****education**2024**:** *PRINCE GEORGE COMMUNITY COLLEGE, Largo, MARYLAND* |
| Student part time to obtain the ***accounting certification and CPA certification***2014: Ministry of Higher Education Cameroon **Higher Technician’s certificate** Cameroon: US equivalency **Associate degree** Major: Accounting and business management1997: Ministry of secondary education Cameroon**High School Diploma of technological (accounting** and management)**WORK EXPERIENCE**Nov 2022 to present: **DREYER'S ICE CREAM, Laurel, MD (Ice cream marker I)**Dec 2023 to Now : **part time: bookkeeper AFYA CONSULTING LLC**Records daily transactions in the journal **(QuickBooks)**Analyzing accounts receivable and payablePreparation payroll employeeMarch 2020 to November 2022**: FRESHLY, Bollman, Savage, MD*****Sanitation 3 team***: Wash and sanitize pots & furniture kitchens, clean floors& To ensure your machines are clean, Operate to standard operating procedure.Dec 2022 to Jan 23: **FRESHLY, Bollman, savage, MD****Volunteer accountant:** records daily transactions in the journal and general ledger, deposits check in bank, analyzing accounts receivable, payable and statements bank **(SAGE 50** **Accounting)**Sept 2002 to May 2018: **EMEI DIESEL, Douala, Cameroon****Accountant Chief:** -preparation payroll employees and deposit transfer in bank-payment /transfer account payable local and abroad-analyzing accounts receivable and payables-reconcile bank statement monthly, Preparation tax declaration-journalizing invoices purchases and other expenses in SAGE software-Understanding debits and credits accounting operations**skills** SOFTWARE: SAGE 50 accounting & payroll;SOFTWARE BOOKKEPING: QUICKBOOK ONLINESAGE SAARI 100 accounting & PAYROLL (version French)Prepare, review and understand important monthly financial statements.Have excellent knowledge of computer skills (Microsoft, QUICKBOOK, SAGE) and attention to detail.Honesty, good ethical values, and ability to keep strict confidences.Be able to work independently and have organizational skills.Strong knowledge of accounting principles and practicesENGLISH: writing, listening, reading (intermediate) my communication skills are gradually improvingFRENCH: speak, writing, listening, reading(good) |