CURRICULUM VITAE

MOSES ZEGBAH ZIMAY

ACCOUNTING ASSISTANT

CONTACT ME

NATIONALITY:

LIBERIEN

DATE OF BIRTH:

MARCH 30th, 1999

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RESIDENCE:

RIVIERA 2 – ANONO

PORTOFOLIO

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REFERENCES

Mme MERCY WANGARI
IACO FAM
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MR RANCY KAIZER
CHILDREN'S FRUIT FOUNDER
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REV THOMAS SHELWAH
IFC 'S PASTOR
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Mme MIRAIM KAWUMA
CONSULTANT TO IFC
TREASURER
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PROFILE:

Passionate about accounting and eager to learn and crunch numbers, over the past seven years I've acquired solid expertise in financial and accounting principles and systems. My professional career has focused on accounting, while cultivating a keen interest in digital and media, as well as in video editing and graphic design. As an active and collaborative member of a team, I ensure that I perform my role with keen interest and by adhering to the organisation's policies and procedures.

JOB EXPERIENCES

INTER-AFRICAN COFFEE ORGANIZATION (IACO) **SINCE JAN 1st, 2024**
PERMANENT CONTRACT(CDI)
ACCOUNTING ASSISTANT- FINANCE DEPARTMENT

An inter-African organisation representing 25 Members countries coffee, producers, that promotes and supports the domestic coffee consumption in Africa.

- Accurately record financial transactions in the accounting system.
- Assist in the preparation of financial statements, budgets, and reports.
- Assisting in preparing the annual audit of the **Inter-African Coffee Organization (IACO) accounts** (encompassing XOF, EURO, and asset amortization), conducted by **MNG Audit & Consulting**.
- Assisting in preparing the external audit of the **GIZ project**, 'Facilitation of the implementation of the living prosperous income commitments', conducted by the **firm BDO**.
- Assisting in preparing of the financial documentation for the Organisation Annual General meeting for the coffee years 2022-2023/2023-2024.
- Maintain up-to-date documentation and appropriate filing systems for financial records.
- Preparing of banks journals, Petty Cash entries on SAGE .
- Reconciling bank statements and monitoring cash flow.
- Preparing of monthly bank reconciliation (BICICI XOF & RECA, ECOBANK EURO , XOF , GIZ AND OIC).
- Filing of all financial data of the organisation by Handle invoices, payments, and expenses.
- Conducted thrice-annual stock management for office supplies and hygiene products, culminating in official end-of-year inventory reports (procès-verbal).
- Responsible for cash management tasks, including bank withdrawals for petty cash and per diem allowances for staff missions.
- Help monitor compliance with financial regulations and policies.

STRENGHTS

LAGUAGES:

- ENGLISH
- FRENCH

DRIVING LICENSE
CATERGORIES
A, B, C, D, E & F

- ✓ SENSE OF RESPONSIBILITY
- ✓ INTERPERSONAL SKILLS
- ✓ INITIATIVE AND PROACTIVE APPROACH

CERTIFICATIONS

TRAINING ON THE ACCOUNTING SYSTEM FOR NON-PROFIT ORGANIZATIONS - SYCEBNL
FEBRUARY 2026

COMPREHENSIVE GUIDE TO XERO ACCOUNTING
ALISON
JANNUARY 2026

CERTIFIED WORDPRESS WEBSITE DEVELOPER
UDEMY
JANUARY 2026

PROFESSIONAL DIPLOMA IN UNIT ECONOMICS MANAGEMENT
MTF INSTITUTE OF MANAGEMENT, TECHNOLOGY AND FINANCE
DECEMBER 2025

EXECUTIVE DIPLOMA IN FINANCE MANAGEMENT
MTF INSTITUTE OF MANAGEMENT, TECHNOLOGY AND FINANCE
DECEMBER 2025

- Preparing of banks journals, Petty Cash entries on SAGE .
- contributing to the updating of the fixed asset register by conducting a physical inventory, which made the basis for calculating quarterly depreciation allowances more reliable and ensured the compliance of the interim financial statements.

INTER-AFRICAN COFFEE ORGANIZATION (IACO) **Jan 17th 2022 -Dec 31st2023**

INTERN ACCOUNTING ASSISTANT- FINANCE DEPARTMENT

An inter-African organisation representing 25 Members countries coffee, producers, that promotes and supports the domestic coffee consumption in Africa.

- Assisting in preparing of the financial documentation for the Organisation Annual General meeting.
- Preparing of banks journals, Petty Cash entries on SAGE .
- Preparing of monthly bank reconciliation (BICICI XOF & RECA, ECOBANK EURO , XOF , GIZ AND OIC).
- Filing of all financial data of the organisation.
- Help monitor compliance with the organization's regulations, laws, and internal financial policies.
- Assist in preparing for audits (internal and external) and compiling the documents required to respond to audit requests.
- Filing and Archiving: Maintain up-to-date documentation and appropriate filing systems for all financial records, ensuring their accessibility.
- Perform bank and other account reconciliations to ensure that internal records match external statements.
- Perform any other administrative or financial support tasks assigned by the manager.
- I contributed to the creation of promotional visuals for the recruitment of a Community Management intern as part of the “Coffee Essay Writing Competition 2024” contest.

INTERNATIONAL FELLOWSHIP OF CHRISTIANS (IFC) **Feb- March 2019**

ASSISTANT ACCOUNTING

An international English-speaking Church in Abidjan created by missionaries, representing over 40 countries worldwide.

- Preparing the 2020 - 2021 Annual budget
- End of year financial reporting 2021 and balance sheet.
- Expertise in QuickBooks
- Preparing of monthly bank reconciliation statement (GT Bank, Banque Atlantique).
- Filing of financial documentation.
- Assist in preparing for audits (internal and external) and compiling the documents required to respond to audit requests.
- contributing to the updating of the fixed asset register by conducting a physical inventory, which made the basis for calculating quarterly depreciation allowances more reliable and ensured the compliance of the interim financial statements.

EXECUTIVE DIPLOMA IN OPERATIONS MANAGEMENT
MTF INSTITUTEOF MANAGEMENT, TECHNOLOGY AND FINANC E
OCTOBER2025

SOCIAL MEDIA MARKETING PROFESSIONAL CERTIFICATION
MTF INSTITUTE OF MANAGEMENT, TECHNOLOGY AND FINANCE
MARCH 24th 2024

MINI MBA IN HUMAN RESOURCE MANAGEMENT
MTF INSTITUTE OF MANAGEMENT, TECHNOLOGY AND FINANCE
NOVEMBER 16th 2023

EXÉCUTIVE DIPLOMA IN BUSINESS ADMINISTRATION
MTF INSTITUTE OF MANAGEMENT, TECHNOLOGY AND FINANCE
NOVEMBER 06th 2023

HUMAN TRAFFICKING AND THE MANAGEMENT OF REHABILITATION CENTERS
MARCH 9th – 12th 2021
ABIDJAN-IVORY-COAST

LICENCE 3: OPTION FINANCE, ACCOUNTING AND COMPANY MANAGEMENT
2020-2021
GROUPE CEFIAT PLATEAU
ABIDJAN-IVORY-COAST

BREVET DE TECHNICIEN SUPERIEUR (BTS) IN FINANCE AND ACCOUNTING
ESIM YOPOUGON
2020-2021
ABIDJAN-IVORY-COAST

BACCALAUREAT D
NANGUI ABROGOUA II
2016-2017

BREVET D'ETUDE DU PREMIER CYCLE (BEPC)
NANGUI ABROGOUA II
2014-2015

INTERNATIONAL FELLOWSHIP OF CHRISTIANS (IFC) **Feb –May 2019**
INTERN ASSISTANT ACCOUNTING

- Preparing the financial accounting year 2018
- Assets verifications
- Monthly bank reconciliation statement on Excel/ and QuickBooks (GT Bank, Banque Atlantique)
- Checking the completeness of supporting documents
- Posting transactions to QuickBooks
- Other basics transactions

CHILDREN'S FRUIT **Jan 2017–Feb2019**
ADMINISTRATOR AND VIDEO EDITOR

A youth organization engaged in bringing out Godly children. This is done through the holistic movie, vacation bible schools and gospel concerts to help them grow in the faith and make them model in the society

- Preparing and coordinating Live streaming on OBS (Open Broadcaster Software).
- Concert planning and execution.
- Vacation Bible school preparation.
- Film of videos for evangelism on YouTube.
- Annual budget proposal and treasury control.
- Video editor, Actor and Graphic designer

AUDITS

- **Inter-African Coffee Organization (IACO) accounts** (encompassing XOF, EURO, and asset amortization), conducted by **MNG Audit & Consulting**, resulting in a formal certification for the **sincerity and compliance** of the financial statements. For the coffee years 2022-2023/2023-2024
- **GIZ project**, 'Facilitation of the implementation of the living prosperous income commitments', conducted by the **firm BDO**, which resulted in a **certification confirming the accounts were sincere and compliant.**

SKILLS

ACCOUNTING SOFTWARE
- SAGE 100 COMPTA
- QUICKBOOK

ONLINE STREAMING & OTHERS
- OBS

MICROSOFT OFFICE (WORD, EXCEL, POWERPOINT)

E-MAILING MARKETING
- KLAVIYO

DESIGN, SITE, MARKETING SOFTWARE
- SHOPIFY
- WORDPRESS
- ADOBE (PREMIER PRO, PHOTOSHOP)
- CANVA
- FACEBOOK ADS
- INSTAGRAM
- TIK TOK ADS
- GOOGLE ADS
- GOOGLE ANALYTIC
- NICH SCRAPER
- DROP POINT