



GOODEN ADDMAN GUMBO

ACCA

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Gooden Gumbo

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Dubai, UAE

Education

Professional in Accounting & Business (Full Membership)

- Membership Number: 3930111
- Association of Chartered Certified Accountants (ACCA)
- April 2020

Advanced Diploma in Accounting & Business with ACCA

- Association of Chartered Certified Accountants (ACCA)
- June 2018

Bachelor of Commerce, Honours Degree in Accounting

- Midlands State University in Zimbabwe
- Year 2013

Computer Skills

- Accounting tools: SAGE, Tally ERP 9 & Quickbooks
- MS-Office: Word, Excel, Powerpoint
- Windows

❖ Introduction

I am an accomplished Accounting and Finance Professional with over 7 years of experience including 5 years of strong Accounting and Finance experience gained from reputed companies in UAE, Qatar and Zimbabwe. I am a qualified Chartered Certified Accountant (ACCA) and a graduate with a Bachelor of Commerce, Honours Degree in Accounting.

I have consistently exceeded expectations through hard work and hunger for learning.

❖ Skills Summary

- Expertise in **General Accounting**, with very good knowledge of **GAAP standards**
- Experience in **Financial Reporting** to management
- **Data Analysis** and helping management interpret financials, to take informed strategic decisions.
- **Accounts Auditing, Audit preparation** and ensuring correct and ethical financial practices are being followed.
- **Payables & Receivables Management** to ensure timely cash flows to enable smooth business operations and vendor relations.
- **Financial Management** to enable efficient business operations.
- **Ledger Maintenance, Accounts Reconciliation**
- Effective **Cost Accounting and management** to help identify areas of operations with high costs and enable appropriate cost saving measures.

❖ Current Employment

Hope Line General Trading LLC

- General Accountant
- Feb 2019 - current date



Responsibilities:

- Maintenance of full set of books, including cash disbursements, cash receipts and payroll records.
- Overseeing accounting functions such as Accounts Receivable & Accounts Payable on a weekly basis
- Receivables duties include conducting debtors' age analysis, follow up on doubtful & slow paying customers, debtors' ledger reconciliations, sending out customer statements.
- Payables duties include processing payments to suppliers, supplier statements reconciliations, creditors listing analysis
- Timely recording of customer Invoices & Petty Cash expenses

Language Skills

- English

Personal Attributes

- I am an excellent communicator, with a friendly personality
- I am very comfortable interacting with and helping guests as required
- Self-confident and motivated to take up challenging assignments, long hours of work are not a constraint
- Fast learner with hunger for knowledge

Passport & Visa Details

- Valid Zimbabwean Passport
- UAE Employment Visa

Personal Details

- Marital Status: Married
- Date of Birth: 3 Dec 1989

Professional References

- Can be provided on request

- Ensuring correct revenue and expenditure recognition by preparing relevant schedules accordingly
- Analyzing & approving Journal Entries
- Ensuring that Bank Reconciliations are completed & reviewed regularly
- Liaising with other departments for cash requirements & controlling the expenses as per budget.
- Evaluating and updating the systems / controls for smooth functioning of various operations.
- Recording factory costs and preparation of cost sheets.

Apparel Group, Qatar

- Sales Associate
- Nov 2016 - Nov 2018



Responsibilities

- Represent the brand by maximizing and contributing to the sales within the store through providing an exceptional retail experience
- Perform various operational duties such as store maintenance as assigned by the store manager or assistant store manager

Treasure Consultants, Zimbabwe

- Assistant Accountant
- Feb 2014 - Sep 2016



Responsibilities

- Documenting financial transactions by entering account information.
- Recommending financial actions by analyzing accounting options.
- Summarizing current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Accounting control by preparing & recommending policies and procedures
- Reconcile financials by collecting & analyzing account information
- Secure financial information by completing database backups.
- Maintain financial security by following internal controls.
- Prepare payments by verifying documentation & requesting disbursements.
- Answer accounting procedure questions by researching and interpreting accounting policy and regulations.

Astra Paints, Zimbabwe

- Finance Intern
- Aug 2011 - Jul 2012



Responsibilities

- Understand financial processes and procedures & work accordingly.
- Prepare financial reports after studying various financial transactions made by the company, under guidance of the senior finance executive.
- Assist in reviewing financial statements and cross checking for accuracy.