



BENJAMIN NDOWAH DABOSE

JUNIOR ACCOUNTANT

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Manama, BAHRAIN

Summary

Detail-oriented Junior Accountant with 4+ years of experience in a fast-paced environment. Skilled in handling multiple tasks simultaneously, meeting deadlines accurately, and contributing to core accounting functions. Proficient in Tally Prime and Excel, with strong analytical and problem-solving skills.

Skills

- Accounting software (Tally Prime, Microsoft Office).
- Knowledge in Adobe illustrator
- Knowledge in canva.com.
- Payroll Management.
- Accounts payable and receivable management.
- Financial Reporting.
- Data entry and reconciliation.
- Bank Statement Reconciliation.
- Tax preparation.
- Financial Audit Support.
- Customer service and excellent communication.
- Flexible, reliable, organized and adaptable.
- Good in Team Work.

Education

Bachelor of Science
Banking and Finance, 08/2018

Internship

Microfinance.
Unity Cooperative Society (UNICS
PLC), 17/05/2017.
Cameroon

Languages

English - Fluent
Arabic - Beginner
French - Beginner

Experience

5 Lines Food

Junior Accountant / Bahrain 12/2021 to 10/2024

- Maintained 99% accuracy in data entry and reconciliation tasks.
- Reduced invoice processing time by 10% through automation.
- Implemented a new filing system, improving document retrieval time by 25%.
- Managed multiple company accounts.
- Prepared monthly outstanding payments and receivables.
- Secured financial information through database backups.
- Processed over 200 invoices per month with 99% accuracy
- Reviewed daily cash activity reports to ensure accuracy of information. Created and updated sales and expense reports.
- Performed account reconciliations, including bank reconciliations.
- Reviewed and filed vouchers, visa payments, payroll, and other documents.
- Contributed to inventory management.

Prince Burger

Accounting Assistant / Bahrain 10/2020 to 12/2021

- Data Entry: Accurately input financial data into accounting software systems.
- Record Keeping: Maintain organized and up-to-date financial records.
- Accounts Payable and Receivable: Process vendor invoices, prepare payments, and manage accounts receivable.
- Financial Reporting: Prepare financial reports, such as balance sheets, income statements, and cash flow statements.
- Tax Preparation: Assist with the preparation of tax returns and filings.
- Audit Assistance: Support auditors during financial audits.