

AYUB FARAH JAMA

AUDIT ASSOCIATE | AUDIT TRAINEE | ACCA PART-QUALIFIED (8/13)

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Kenyan citizen | Open to international relocation | Requires destination-country work permission

PROFESSIONAL PROFILE

Accounting and finance graduate and ACCA part-qualified professional with practical experience maintaining financial records, organizing supporting documentation and preparing records for management, tax, audit and compliance review. Strong foundation in transaction documentation, record accuracy, reconciliations, inventory records, payroll support and accounting-system controls.

CORE SKILLS

Audit Support | Audit-Ready Documentation | Financial Record Review | Transaction Documentation | Reconciliation Support | Accounts Payable & Receivable | Inventory Records | Payroll Support | Compliance Documentation | Excel | QuickBooks Online | Xero | BUSY

PROFESSIONAL EXPERIENCE

VUN Trading Ltd | Accountant | Remote

Dec 2025 - Present

- Maintain purchase, sales, expense, invoice, customer and supplier records with supporting documentation across two business centres.
- Prepare financial information and organize supporting documentation for management review and tax reporting.
- Track inventory and stock movements against purchasing and sales activity, supporting record accuracy and cost monitoring.
- Maintain employee allowance and benefit records and supporting documentation for compliance and audit readiness.

Kasokoso Police Station | Administration & Finance Intern | Kampala, Uganda

Jan 2025 - Mar 2025

- Entered financial and administrative records, tracked expenses and maintained supporting transaction documentation.
- Organized documents for audit and compliance review, helping keep records complete and accessible.
- Assisted with payroll summaries and basic financial summaries in Microsoft Excel under supervision.

EDUCATION & PROFESSIONAL QUALIFICATIONS

ACCA Qualification | Association of Chartered Certified Accountants | 8 of 13 exams completed | Aug 2025 - Present

BBA - Accounting and Finance | Cavendish University Uganda | 2022 - 2025

Diploma in Public Administration | Al-Qudus University, Mogadishu | 2019 - 2021

SELECTED PROJECTS

Accounting System Controls Project: Built a Python/Django/PostgreSQL accounting system with validation checks, role-based access and an audit trail alongside journals, ledgers, trial balance and financial statements.

Excel/VBA Transaction System: Built searchable purchase, sales and inventory records with transaction checks, automated documents and PDF record saving.

CERTIFICATIONS & LANGUAGES

Xero Certified | QuickBooks Online ProAdvisor | Intuit Bookkeeping Professional Certificate | Excel Skills for Business

Somali - Native | English - Professional working proficiency