

AYUB FARAH JAMA

BOOKKEEPER | QUICKBOOKS & XERO | ACCA PART-QUALIFIED (8/13)

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

PROFESSIONAL PROFILE

Bookkeeping professional with hands-on responsibility for day-to-day financial records across two business centres. Experienced in accounts payable and receivable, purchase and sales recording, expense entry, invoice processing, customer and supplier accounts, inventory records, reconciliation support, payroll support and management/tax documentation.

CORE SKILLS

Bookkeeping | Accounts Payable | Accounts Receivable | Purchase & Sales Recording | Expense Recording | Bank & Cash Reconciliation | Invoice Processing | Customer & Supplier Ledgers | Inventory & Stock Records | Payroll Support | QuickBooks Online | Xero | BUSY | Zoho Books | Excel

PROFESSIONAL EXPERIENCE

VUN Trading Ltd | Accountant | Remote

Dec 2025 - Present

- Record purchases, sales, operating expenses, invoices and supporting transactions in BUSY Accounting Software for two business centres.
- Maintain customer and supplier account records, balances, invoices and related bookkeeping documentation.
- Track inventory and stock movements against purchase and sales activity to support accurate records and cost monitoring.
- Prepare financial information and supporting documentation for management review and tax reporting.
- Use Microsoft Excel to organize, review and summarize bookkeeping records and financial data.

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

Jan 2025 - Mar 2025

- Supported financial record keeping, transaction documentation and routine expense tracking.
- Assisted with payroll preparation and basic financial summaries in Microsoft Excel under supervision.
- Organized supporting documents for audit and compliance review.

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

Excel/VBA Inventory & Invoicing System: Built a bookkeeping tool linking purchases, sales, stock movements, invoices and PDF records with searchable transactions and checks.

Bookkeeping Dashboards: Built Excel dashboards for cash flow, bookkeeping summaries, budget vs actual and expense/category reporting.

CERTIFICATIONS & LANGUAGES

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

Somali - Native | English - Professional working proficiency