

AYUB FARAH JAMA

FINANCE ASSISTANT | 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 with practical experience supporting daily finance operations, accounting records, expense tracking, payroll preparation, inventory records, financial summaries and management/tax documentation. ACCA part-qualified with hands-on knowledge of Excel, BUSY Accounting Software, QuickBooks Online, Xero and Zoho Books.

CORE SKILLS

Finance Operations | Expense Tracking | Accounts Payable & Receivable | Invoice Processing | Bank & Cash Reconciliation Support | Payroll Support | Financial Summaries | Inventory Records | Tax & Audit Documentation | Excel | QuickBooks | Xero | BUSY

PROFESSIONAL EXPERIENCE

VUN Trading Ltd | Accountant | Remote Dec 2025 - Present

- Record purchases, sales, operating expenses, invoices and supporting transactions for two business centres in BUSY Accounting Software.
- Maintain customer and supplier records, balances and related finance documentation.
- Track inventory and stock movements and prepare cost, sales and performance information for management review.
- Use Microsoft Excel to organize, review and summarize accounting records and financial data.
- Prepare supporting documentation for management and tax reporting.

Kasokoso Police Station | Administration & Finance Intern | Kampala, Uganda Jan 2025 - Mar 2025

- Supported financial and administrative record keeping, routine expense tracking and organized filing.
- 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

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

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

CERTIFICATIONS & LANGUAGES

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

Somali - Native | English - Professional working proficiency