

AYUB FARAH JAMA

JUNIOR ACCOUNTANT | 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 hands-on responsibility for day-to-day accounting records across two business centres. Experienced in accounts payable and receivable, purchase and sales recording, expense tracking, reconciliation support, inventory control, payroll support, financial reporting support, and management/tax documentation.

CORE SKILLS

General Ledger & Bookkeeping | Accounts Payable | Accounts Receivable | Bank & Cash Reconciliation | Financial Reporting Support | Inventory & Cost Control | Payroll Support | Tax & Audit Documentation | Excel | QuickBooks Online | Xero | BUSY | Zoho Books

PROFESSIONAL EXPERIENCE

VUN Trading Ltd | Accountant | Remote

Dec 2025 - Present

- Maintain accounting records for two business centres, recording purchases, sales, operating expenses, invoices and supporting transactions in BUSY Accounting Software.
- Maintain customer and supplier accounts, balances and supporting documentation, supporting accurate accounts receivable and accounts payable records.
- Track inventory and stock movements against purchase and sales activity and prepare cost, sales and performance information for management review.
- Analyzed sales patterns and supported a shift from daily to weekly production cycles, reducing production costs by approximately 25% while maintaining stock availability.
- Negotiated supplier discounts of 2-5% and supported bulk sales arrangements that increased sales volume by more than 12%.

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 purchase, sales and inventory tracking with automated stock updates, invoices, PDF records, searchable transactions and validation checks.

Web-Based Accounting System: Built transaction entry, chart of accounts, automated journals, general ledger, trial balance and financial statements using Python, Django and PostgreSQL.

CERTIFICATIONS & LANGUAGES

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

Somali - Native | English - Professional working proficiency