

AYUB FARAH JAMA

ACCOUNTS PAYABLE / ACCOUNTS RECEIVABLE SPECIALIST | ACCA PART-QUALIFIED

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

PROFESSIONAL PROFILE

Accounting and finance professional with practical experience maintaining supplier and customer accounts, recording purchases and sales, processing invoices, tracking balances, organizing supporting documentation and supporting reconciliation and reporting activities. ACCA part-qualified with hands-on experience using BUSY Accounting Software, Excel, QuickBooks Online, Xero and Zoho Books.

CORE SKILLS

Accounts Payable | Accounts Receivable | Supplier Accounts | Customer Accounts | Invoice Processing | Purchase Recording | Sales Recording | Balance Tracking | Reconciliation Support | Expense Recording | Documentation & Filing | Excel | QuickBooks Online | Xero | BUSY | Zoho Books

PROFESSIONAL EXPERIENCE

VUN Trading Ltd | Accountant | Remote

Dec 2025 - Present

- Maintain supplier and customer account records, purchases, sales, invoices, balances and related supporting documentation across two business centres.
- Record purchases, sales, operating expenses and supporting transactions in BUSY Accounting Software.
- Track inventory movements against purchasing and sales activity to support accurate transaction records and cost monitoring.
- Prepare financial information and supporting documentation for management review and tax reporting.
- Negotiated supplier discounts of 2-5% and supported bulk customer arrangements that increased sales volume by more than 12%.

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

Jan 2025 - Mar 2025

- Supported transaction documentation, expense tracking and organized financial 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

Excel/VBA Inventory & Invoicing System: Built purchase and sales records, stock updates, invoice generation, searchable transactions and PDF document saving.

Web-Based Accounting System: Built transaction entry, journals, ledgers, trial balance and financial statements with validation checks and an audit trail.

CERTIFICATIONS & LANGUAGES

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

Somali - Native | English - Professional working proficiency