

CURRICULUM VITAE

PERSONAL

NAME: Abass Omar Kargbo

PERMANENT ADDRESS: 22 Doherty Street
Off Mountain Cut
Freetown

DATE OF BIRTH: January 5, 1979

NATIONALITY: Sierra Leonean

LANGUAGE SPOKEN: English, French, Creole & Temne

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EDUCATIONAL BACKGRUOND

BSc. Hon. In Applied Accounting

October 2002 to June 2006

Institute of Public Administration and Management, IPAM, University of Sierra Leone

Successfully enrolled and completed four years of study with the award of the Bachelor of Science Degree with honours in Applied Accounting.

General Certificate Examination (GCE), Ordinary Level

Sept 1992 – June 1997

Ahmadyya Muslim Secondary School, Kissy Dock Yard, Freetown

Form One (1) to five (5)

Successfully attempted and completed the General Certificate Examination (GCE), Ordinary Level.

KEY COMPETENCIES

Trained as accountant and administrator with considerable work experience in the field of finance/accounting; experience in financial planning and control and proficient in analytical thinking and problem solving; proven ability to work in a team environment, remain calm under pressure and working for long hours to meet deadlines. Possess high degree of initiative, integrity and accountability; extensive experience in working in rural environment; considerable experience in both quantitative and qualitative research; extremely convenient with MS Office Application Packages with exceptional knowledge in Excel and the Internet, and familiar with a number of computerized accounting packages.

WORK EXPERIENCE

September 2009 to date
Accounts Assistant
West African Monetary Agency (WAMA)
11 & 13 Ecowas Street, Freetown

My major responsibilities include:

- Maintaining the various bank and cash Account books
- Preparing payment vouchers in foreign and local currencies
- Maintaining the Fixed Asset Register
- Assist in the preparation of staff monthly salaries
- Assist and participate in preparing monthly, quarterly and year end financial statements
- Maintaining the Investment Registers and Insurance Police Schedules

April 2008-August 2008
Finance Manager
Community Association for Psychosocial Services (CAPS)
29 Bona Street, Koidu, Kono.

I was employed by CAPS as Finance Manager responsible for the overall management of the finances of the organisation.

My major responsibilities include:

- Preparing reports in correct formats as required by various donors;
- Preparing financial statements in accordance with generally accepted accounting practice;
- Assisting the Program Coordinator in the recruitment of staff;
- Preparing payroll and paying salaries, NASSIT and PAYE on monthly basis;
- Carrying cash counts in both Kono and Kailahun offices;
- Preparing monthly bank reconciliation statements for all bank account held by CAPS;
- Preparing monthly receipts and payments and carrying out variance analysis;
- Ensure compliance to internal controls and procedures;
- Liaison with auditors and respond to financial queries raised by auditors and donors.

December 2007 to March 2008
Contract Trainer
Eastern Clinic Rural Development (ECRD) Ltd

I was contracted by the ECRD Ltd to provide training for some of the staff of the company in computer software application packages including Windows XP, MS Word, MS Excel, MS PowerPoint and the internet.

February 2007 to October 2008
Project Accountant / Administrative Officer
Eastern Clinic Rural Development (ECRD) Ltd

I was contracted by ECRD through GTZ to manage the entire finance and administrative wing of the ECRD and ensure that the finance and entire management systems are maintained in accordance with approved prudent and professionally acceptable standards.

January 2006 to January 2007

**Finance and Administrative Officer
Rural Community Development Organization, (RuCDO)
31 Main Motor Road, Waterloo**

I was promoted was responsible for providing oversight of all financial and administrative tasks.

February 2004 to December 2005

Project Officer

Rural Community Development Organization, (RuCDO)

Responsible for designing project proposals and ensuring the effective and efficient implementation of funded projects in line with donors' criteria.

PART-TIME WORK

September 2006 to April 2007

Part-time Lecturer

Institute of Professional Management

I provided lectures on Financial Reporting and Audit & Taxation to students offering the Advance Diploma in Accounting and Finance.