

**Enyowe Martha Ndumbe**

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**Limbe, Cameroon**

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## **PROFILE SUMMARY**

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- Professional Accountant with 2 years of experience working in the arts and culture, technology and consulting industries in Cameroon and The Bahamas.
- Main skills in recording and analyzing financial information, writing business plans, forecasting financial statements, providing business strategies, administration, leadership, multi-tasking, effective communication, organization, proactiveness and teamwork.

## **EDUCATION - ACADEMIC QUALIFICATION**

<b>Qualification</b>	<b>Institution</b>	<b>Date Obtained</b>
Advance Diploma in Accounting and Business	ACCA (Association of Certified Chartered Accountants – UK)	July 2021
Bachelor of Science degree	University of Buea, Cameroon	December 2019
Advance Level	Saint Paul’s college, Bonjongo	August 2016
Ordinary Level	Saint Paul’s college, Bonjongo	August 2015

## **WORK HISTORY SUMMARY**

<b>Company/Organization</b>	<b>Position Held</b>	<b>Period</b>
Bakweri Language and Cultural Center	Project Manager (Volunteer)	October 2021 - Present
Africa Finance Services	Junior Consultant	January 2023 – August 2023
Cirious Ltd – The Bahamas	Director, Administrative Operations	December 2022 – June 2023

## **DETAILS OF PROFESSIONAL EXPERIENCE**

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**Bakweri Language and Cultural Center, Buea**

**October 2021 - Present**

**Project Manager Volunteer (part time)**

- Wrote the business plan, including forecast financial statements, which was used to secure aid (equipments) from the Buea council worth 500,000 FCFA, accounting for 10% of startup capital.
- Wrote the project plan for BLACC's collaboration with HiTV, the project plan was used to raise 7 million FCFA for the execution of the joint project.
- Was actively involved in the organization of the project, executing instructions from the Founder, and bringing in ideas and solutions to foster growth.

**Africa Finance Services, Limbe**

**January 2023 – August 2023**

**Junior Consultant (Freelance Gig, part time)**

- Wrote the business plan for an insurance company, recommended creative new business strategies to increase sales by 20%.
- Forecasted cash flow and income statements for 3 years, with consideration to real market trends and information.
- Drafted the operations manual of the insurance company, enabling the insurance company to comply with regulatory requirements.

**Cirious Ltd – The Bahamas**

**December 2022 – June 2023**

**Director, Administrative Operations (Freelance Gig – remotely working from Cameroon full time)**

- Directed day-to-day administrative operations, ensuring operations are running smoothly, leading to an increase in operational effectiveness of 30%.
- Monitored and analyzed Cirious business systems, recommending solutions to issues identified and ensuring the smooth running of Cirious.
- Onboarded Cirious teammates, created materials 100% from scratch, for the onboarding process and ensured teammates understood and owned their roles.
- Supervised the accountant, ensuring finances and the finance processes are up to date and well managed, increasing efficiency by 20%.
- Provided valuable input of 20% into current and potential projects.
- Archived, maintained, and supervised the keeping of artifacts in the Cirious directory.

## **OTHER SKILLS**

### **Computer literate skills:**

- Proficient with the use of Microsoft office suite.
- Proficient with the use of Google suite products.
- Proficient with the use of QuickBooks Online Accountant software.
- Proficient with the use of ClickUp project management software.

## **LANGUAGE**

English- Proficient

French - Basic

## **REFERENCES**

Will be provided upon request.