

# Enyowe Martha Ndumbe

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I am an accounting specialist with extensive knowledge of International Financial Reporting standards and different tax systems (Cameroon, UK, Canada), who is highly analytical and result-driven. I am skilled at multitasking and delivering value for money.

## **Professional Certification**

**ACCA (Association of Chartered Certified Accountants) UK.**

Advanced Diploma in Accounting and Business

07/2021

**Skills:** [International Financial Reporting Standards \(IFRS\)](#), [International Accounting Standards \(IAS\)](#), [International Standards On Auditing \(ISA\)](#), [Ethics and Integrity](#), [UK Tax](#).

## **Other Education**

**University of Buea, Cameroon**

BSc. Accounting

10/2019

**Skills:** [Data Entry](#), [Financial Statement Preparation](#), [OHADA Accounting](#), [Cameroon Tax](#).

## **Work Experience**

**Aurasoft Inc. Canada**

**Douala, Cameroon**

Business Analyst

12/2023 - Present

**Skills:** [Analytical skills](#), [Problem solving](#), [Attention to detail](#), [Critical thinking](#), [Communication](#), [Reporting & Analysis](#), [Canada Income Tax](#), [Research](#), [Team work](#), [Organization](#), [Time management](#).

- Performed detailed testing of the T1, T2 and T3 returns of the software, using the most common scenario test cases provided by the Canada Revenue Agency; identifying errors and omissions, and effecting about 10% new changes and about 25% corrections to the calculations.
- Mastered 60% of the business logic needed to build the accounting and tax preparation software; and served as the point of reference to the Software Developers, verifying business logic and clarifying ambiguities.
- Kept the software product website up-to-date; added in 43 new content videos to guide users.

**Africa Finance Services**

**Limbe, Cameroon**

Junior Consultant (Freelance)

01/2023 - 06/2024

**Skills:** [Business Consulting & Analysis](#), [Financial Statements Forecasting](#), [Business Planning](#), [Communication](#).

- Designed the business plan for an insurance company, a secondary school and a bottled water company, facilitating the loan application process and business decision making by 5%.
- Forecasted the Income statement, Statement of Financial Position and the Cash Flow Statement for 3 years, for different companies; with consideration to real market trends, prepared in line with OHADA Accounting principles for financial statements.
- Performed SWOT analysis for different companies, and recommended sound strategies to increase sales by 5%.

**Cirious LTD**

Director, Administrative Operations (Freelance - Remote)

**The Bahamas**

12/2022 - 06/2023

**Skills:** Administration, Leadership, Team Management, Operations Management, Decision making.

- Directed the day-to-day administrative operations, ensuring operations are running smoothly, leading to an increase in operational effectiveness of 10%.
- Supervised the accounting and payroll processes, ensuring that cashflow is optimal, and that financial deadlines are being met 100%.
- Onboarded Cirious new team members; created onboarding materials tailored to the organization's needs 100% from scratch and ensured that the onboarding process was efficient.

**Bakweri Language & Cultural Center**

Project Manager Volunteer (Part time)

**Buea, Cameroon**

10/2021 - 10/2023

**Skills:** Project Management, Leadership, Team work, Communication,.

- Designed the organizational Plan, including Forecasting the Financial Statements, which was used to secure aid (office equipment) from the Buea council worth 500,000 FCFA.
- Wrote the Project plan for the center's collaboration with HiTv Buea, the project plan was used to raise 7 million FCFA for the execution of the joint project.
- Active Involvement in the organization of the project, executing instructions from the founder and contributing ideas to foster growth.

**Computer Literate Skills**

- Proficient in the use of Microsoft Word, Power Point, Microsoft Excel and Google suite products.
- Proficient in the use of Quick books for accounting.
- Proficient in the use of ClickUp project management software.

**Languages**

- English - Proficient
- French - Intermediate

**References**

Will be provided upon Request.