

Villian Amindeh

Cameroon

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SUMMARY

Accomplished accountant with over seven years of experience specializing in international financial reporting, tax compliance, and client relationship management. Certified QuickBooks Online ProAdvisor and Xero Software expert committed to delivering precise financial solutions. Passionate about leveraging technology to enhance financial transparency and efficiency, with a strong background in managing client relationships and providing tailored financial advice.

SKILLS

QuickBooks ProAdvisor, Xero Software, Tax Return Preparation, UK GAAP, IFRS Compliance, Client Relationship Management, Financial Reporting, Tax Compliance, Bookkeeping, Financial Analysis, Data Management, Strategic Financial Planning, Cross-Border Tax Compliance, Practice Management Software, Microsoft Excel

WORK EXPERIENCE

FEBE ASSOCIATES LTD

Account Manager /Business Development Executive

Nov 2018 - Present
United Kingdom

- Manage year-end accounts for UK, Cameroonian, and international entities, ensuring compliance with UK GAAP and IFRS standards.
- Prepare and file Tax, VAT, and self-assessment returns, maintaining 100% accuracy and timely submissions.
- Conduct comprehensive balance sheet reconciliations, ensuring integrity across all financial statements.
- Enter financial transactions into QuickBooks, streamlining accounting processes and enhancing efficiency.
- Implement and monitor internal controls, improving financial reporting accuracy and reducing discrepancies by 15%.
- Train and mentor new employees, leading to a 20% improvement in team efficiency.
- Lead marketing initiatives and conduct market research, contributing to a 25% increase in client acquisition.
- Manage and update client databases, ensuring data integrity and facilitating effective client relationship management.
- Provide international business consulting, advising clients on cross-border business strategies, compliance, and market entry.
- Conduct comprehensive research and preparation of country reports, analyzing economic, financial, and regulatory environments to support client expansion and investment decisions.
- Liaise with global associates and industry experts to provide tailored solutions in key business areas, ensuring alignment with client and prospect demands.

Quickbooks Software

Quickbooks ProAdvisor

Dec 2018 - Present
United Kingdom

- Configure and tailor QuickBooks to meet clients' specific needs, ensuring optimal functionality and user experience.
- Provide comprehensive training to clients on QuickBooks features, offering ongoing support for software-related issues.
- Manage financial records, including accounts payable and receivable, payroll processing, and bank reconciliations, ensuring compliance with accounting standards.
- Generate detailed financial reports to aid clients in making informed business decisions.
- Assist clients in preparing and filing tax returns, ensuring adherence to applicable tax laws and regulations.
- Offer strategic financial advice to help clients optimize their financial performance.

Felix Accountants

Accountant & Bookkeeper

Jan 2019 - Present
United Kingdom

- Prepare financial statements in compliance with UK GAAP and IFRS standards.
- Conduct financial analysis to support strategic decision-making, including variance and trend analysis.
- Review tax returns for individuals and businesses, ensuring compliance with HMRC regulations.
- Manage payroll processing for multiple clients, handling between 60 to 100 employees on a weekly and monthly basis, ensuring accuracy, compliance, and timely payments—achieving 95%+ customer satisfaction and confidence.
- Provide tax advisory services, resulting in optimized tax liabilities for clients.
- Build and maintain strong client relationships, achieving a 95% client retention rate.
- Manage onboarding processes for new clients, enhancing client experience.

Quinick Scandinavia Hotel

Accountant

Sep 2015 – Jul 2018
Cameroon

- Oversaw daily operations of the hotel's accounting system, ensuring financial accuracy and compliance.
- Processed payroll and managed tax withholding, ensuring timely and accurate payments.
- Improved cash flow by 20% through effective management of outstanding invoices and cash flows.
- Compiled financial reports and ensured financial transparency and accountability.

Beccountants Ltd**Dec 2018 - Sep 2023**
United Kingdom

Accountant & Bookkeeper

- Prepared comprehensive financial statements in line with UK GAAP and IFRS standards.
- Conducted detailed financial analysis to support decision-making, including variance and trend analysis.

Dec 2018 - Sep 2023 United Kingdom

- Managed payroll processing for multiple clients, ensuring accurate calculations, compliance with HMRC regulations, and timely payments, achieving 90%+ client satisfaction.
- Reviewed tax returns for compliance with HMRC regulations, leading to a 15% reduction in client tax liabilities.
- Built and maintained strong client relationships, achieving a 90% client satisfaction rate.

Formin and Friend's Health Risk Pool (FOHERP)**Sep 2019 - Nov 2022**
Cameroon

Finance and Humanitarian Coordinator

- Maintained accurate electronic records and facilitated timely reporting in a health information system.
- Coordinated humanitarian finance efforts, ensuring effective resource management.
- Prepared regular reports highlighting operational factors affecting the humanitarian situation, informing strategic planning.

Ambodem Publishers**Feb 2011 - Dec 2011**
Cameroon

Head Of Secretariat

- Managed administrative functions, ensuring efficient office operations.
- Coordinated meetings and events, facilitating effective communication among staff.

EDUCATION

University of Buea**Jan 2012 - Jan 2015**

Bachelor of Science - BSc, Accounting

CERTIFICATIONS

Xero Advisor Certified

Xero software expertise

Taxfiler Expert User

Taxfiler software expertise

Microsoft Office Specialist: Microsoft Excel 2016 Expert

Excel 2016 expertise

QuickBooks Online ProAdvisor

QuickBooks Online expertise

Senta | Practice Management Software

Practice management software expertise