



OSSEY ELSA NOEMIE PRISCILLA YAPO



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Dubai, Dubai 00000

SKILLS

- Data collection and sampling
- Target driven
- Sage Knowledge
- Microsoft Office
- Accounts Payable
- Excellent verbal and written communication
- Building effective relationships
- Account assignments
- Invoice management
- Supplier management

EDUCATION

Expected in 02/2023

**Nest Academy of
Management Education |
Dubai**

Masters in International
Business Management :
Business Management

09/2018

Pigier Cote D'IVOIRE | Abidjan
Bachelor in Accounting and
Finance: Accounting &
Auditing

07/2017

**Pigier COTE D'IVOIRE |
Abidjan**
Certificate of Higher
Education: Accounting &
Finance

09/2015

PROFESSIONAL SUMMARY

Logical Accounting Assistant with 3 years of experience organizing finances by preparing and managing budget, payroll, accounts payable and accounts receivable. Expertise in processing payments and payroll for hourly and salaried employees, as well as preparing invoices, journal vouchers, and statements. Detail-oriented with focus on delivering accurate work.

WORK HISTORY

07/2019 - 02/2021

Hotel Etoile Du Sud | Grand-Bassam, Ivory Coast
Accounts Assistant

- Recording operations
- Filling tax forms
- Delivering tax forms
- Receiving Suppliers
- Supporting the Accountant
- Posted financial data in Excel spreadsheets.
- Gathered all banking transactions via statements, recorded activity in excel format and reconciled balances.
- Reconciled all expenses and accounts, including company credit cards and expense accounts.
- Responded to 10+ suppliers enquiries per month via telephone, and email.

12/2017 - 07/2018

Hotel Etoile Du Sud | Grand-Bassam, Ivory Coast
Accounting Intern

- Recording Operations
- Coordinating with the front desk
- Delivering tax forms
- Supporting the accounting team
- Analyzed issues found during balance sheet reconciliations using Sage, liaising with accounting assistant to rectify errors within a month.
- Reconciled balance sheet accounts on monthly basis, maintaining attention to detail to reduce errors by 99%.

College Robert-Leon | *Grand-Bassam*
Certificate of Higher
Education: Scientist

CERTIFICATIONS

Microsoft Excel
Microsoft Word

LANGUAGES

French: Native language
English: B2

Upper intermediate

- Supported annual audit preparation, sourcing and providing requested information to facilitate smooth processes.
- Monitored accounts payable and receivable status and delegated tasks as needed.

HOBBIES

Art
Music
Reading
Gym