

**Theresa Ndomaina**

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**KEY SKILLS AND STRENGTHS**

- Excellent oral, writing and presentation skills
- Strong aptitude to process financial data
- Excellent customer service & communication skills
- Familiarity in use of IT applications including web-based systems, Microsoft office tools and the internet
- Ability to reconcile petty cash, bank reconciliation and assist with financial reporting
- Posses good work ethics, able to meet deadlines and keen to learn

**SUMMARY OF WORK EXPERIENCE**

<b>Intern, finance office ,Kono City Council</b>	<b>April-October 2011</b>
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*Scope of internship:* Acquire work experience and on-the-job training relating to Local Council financial management and administration.

*Key responsibilities:*

- I reconciled petty cash, and prepared vouchers for payment of salaries and cheques
- I performed financial calculations to support financial transactions in the finance department
- Assisted the finance department in preparing financial reports
- Assisted the finance Officer to identify and resolve errors and discrepancies in forms and reports
- I also assisted with salary entry and reconciliation
- Carried out general administrative duties of the finance department
- I communicated clearly and effectively with the accounts and management team

<b>Part-time Finance/Office Assistant</b>  <i>Finance office, holy Mary Children's Clinic 20 Melon street, Wellington</i>	<b>2009-2011</b>
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*Scope of work:* Assist the hospital Administrator with smooth running of the admin and finance department

*Key Responsibilities:*

- Typed letters, correspondence and reports for the hospital Administrator
- Assisted with maintaining appropriate filing system for hospital records and maintaining files on computer
- Provided out-patient customer service to patients including registration and referrals
- Assisted with updating and organizing medical records

<b>Personal Financial Consultant</b> <i>Standard Chartered Bank</i>	<b>Presently</b>
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*Scope of work:* To acquire new business and deepen existing customer relationships for the mass affluent, while providing the appropriate service standards.

*Key Responsibilities:*

- Generate new business via sales promotions, out-marketing calls and in branch contact
- Acquire customers and build relationship with existing customers
- Active participation in branch-sales strategy to execute branch action plans for meeting targets
- Ensure compliance with Group policy and standards, local laws and regulations, controls and procedures of the bank

#### **EDUCATIONAL APTITUDE**

<p>2010-2012 <b>BSc. Honours in Applied Accounting</b> <i>Institute of Public Administration and Management (IPAM), University of Sierra Leone</i></p>	<p>2008-2010 <b>Diploma in Applied Accounting</b> <i>Institute of Public Administration and management (IPAM), University of Sierra Leone</i></p>
<ul style="list-style-type: none"> <li>• <b>Subjects-studied:</b> Advanced taxation, auditing, financial management and control, insurance, shipping and media</li> <li>• <b>Dissertation topic:</b> Cash management and its effects on Liquidity</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Subjects-Studied:</b> financial Accounting, Human Resources management (HRM), Corporate Social Responsibility, Taxation, and Small and Medium Enterprise Development</li> </ul>
<p>2007-2008 <b>Certificate in Business and Finance</b> <i>Institute of Public Administration and Management (IPAM), University of Sierra Leone</i></p>	<p>2004-2006 <b>West African Senior School Certificate (WASSCE)</b> <i>St. Joseph Convent School, Freetown</i></p>
<ul style="list-style-type: none"> <li>• <b>Subjects studied:</b> Financial Accounting, Cost Accounting, HRM, Project management, English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Subjects-Passed:</b> Business management, Economics, Financial accounting, cost accounting, English</li> </ul>

#### **Other experience:**

Treasurer, wellington area Youth Development Association  
Volunteer, Koidu City Cleaning Campaign

#### **Referees**

1. Mr. Peter Ganda  
Senior Policy Specialist, Ministry of Financial  
[Tel:076661860](tel:076661860)
2. Mr. Morie Fofana  
Head of Human Resource (HR), Standard Chartered Bank  
Tel: 076603853

