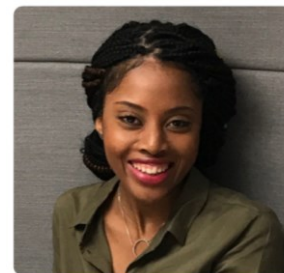


KIMBERLEY A. MBARGA

Driven, hard-working, conscientious & detailed oriented finance professional with the ability to adapt to different working environments. A team-player with a hands-on attitude, who learns fast and who strives for The Organization to advance.



+233 540500587

@ Kimberley.a.m@icloud.com

18/08/1992

Accra, Ghana

EXPERIENCE

Accountant and Consular Affairs Officer

Swiss Embassy in Ghana

05/2016 - current Accra, Ghana

- Monthly and yearly budget analysis, preparation, drafting, controlling & reporting
- Daily control and upkeep of all Embassy accounts (incl. revenue & losses) & debtors/creditors accounts
- Responsible for bank operations; VAT declarations, monthly & yearly closures
- Local salaries (incl. taxes, social contributions etc.) & Payment of bills
- Purchase Control
- Project contract disbursements

Key achievements: Creating a full local & Internal Accounting Handbook & Processes; Creating a subsidies projects tracking system; Setting-up & implementing The online banking platform; Creating a new payment scheduling system; Introducing a Tracking system for utility consumption & other various costs; Independently learning how to use The SAP software.

- Civil status matters & replacements of Visa Officer

A Director of The “Ambassador Gerhard Brügger Foundation”

2017 - current Accra, Ghana

- Setting-up, developing & implementing a micro financing business model; setting rates; Analysis of diverse loan applications; Drafting of quarterly reports; Bank reconciliation; Drafting of Offer letters; Loan disbursements.

Consular Officer

Swiss Embassy in Ghana

04/2015 - 04/2016 Accra, Ghana

- Short & long stay visa matters: interviews, general information on procedures, receiving files, file check & preparation, follow-ups for missing documents, input in software and filing/archiving.
- Collecting & tallying daily fees
- Coordinating with external service provider

Key achievement: Creating Local Internal Officer's Handbook & Processes

SKILLS

Professional skills

Budgeting - Cash Flow Management - Cost Analysis - Performing accounts payable and relievable functions - Handling payroll - process improvement- Reconciliations - Job handbook creations - Data Processing

IT skills

SAP - Windows 10 - Outlook

Personal skills

Confidential - Task prioritizing/ Deadline-oriented - Organized - Independent - Attention to detail - Innovator - Dynamic - Highly Creative - Good Communicator - Sense of responsibility - Willingness to discover & learn - Active learner - Problem-Solving

LANGUAGES

English

Native

French

Native

Spanish

Beginner

Ga

Fluent

EXPERIENCE

Administrative Officer in Legal department

CIC

10/2014 - 01/2015 Accra, Ghana

- Preparation of offer letters (personal loans); personal & directors' guarantee letters
- Collaterals: Input and extract of data in software & registration in Ghana's registry
- Coordination with external solicitors
- Draft department reports & Minute department meetings

Key achievement: Creation of Loan Process Report

Copywriter and script translator

Publicis

03/2014 - 08/2014 Accra, Ghana

- Brainstorming and writing of copies and script for radios, TVCs, storyboards, billboards & posters & Contribution to Regional campaigns
- Translation of French to English, English to French scripts
- Presentations of briefs & campaigns to clients such as Nestle

Remote participant moderator for WSIS and other meetings

International Telecommunications Union (ITU) > couple of hours per week

05/2013 - 12/2013 Geneva, Switzerland

- Meeting set-ups; use of Adobe Connect platform & interactions with delegates

Internship: Responsible for the renovation of The PTC library

Nestlé

07/2012 - 09/2012 Orbe, Switzerland

- Sorting of books & review of book classification
- Creation of new archive system for books & magazines; new numbering system for books creation & new display system of PTC library
- Planning of "Open House" day for book sales

COMMITTEES

Secretary of the European University of Geneva Student's Committee | 2012 - 2013

EDUCATION

Certified ProAdvisor, QuickBooks

Quickbooks

07/2020 - Ongoing Online

Chartered Accountant

ACCA Association of Chartered Certified Accountants

10/2018 - Ongoing Online

Bachelor in International Relations

European University Business School Of Geneva

2010 - 2013 Geneva, Switzerland

Baccalauréat

Lycée Jacques Prévert d'Accra

2008 - 2010 Accra, Ghana

High school

Roman Ridge School

2007 - 2008 Accra, Ghana