

KEVIN FOTSO

Client Advisor

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SUMMARY OF QUALIFICATIONS

- Over 4 years of experience as a bookkeeper.
- Bachelor's degree in Accounting and Financial Management.
- Bilingual [English; French].
- Proficient in IT tools and social media platforms.
- Software skills: MS OFFICE; SAGE SARI; ODOO
- Contributed to drafting procedural guides in previous roles.
- Strong emphasis on teamwork and efficiency.
- Highly social and hardworking.

SKILLS

- Customer care management
- Cash register management; Inventory management.
- Knowledge of accounting standards and finance.
- Ability to carry out routine accounting operations.
- Mastery of various accounting calculations.
- Ability to prepare financial statements.
- Ability to prepare various analyses.
- Proficiency in various accounting software packages.
- Proficiency in Office Suite software (Excel, Word, etc.).
- Fluency in written and spoken French and an intermediate level of English.
- Excellent interpersonal skills and sense of customer service.
- Ability to work as part of a team.
- Able to work during all business hours.

WORK EXPERIENCE

Customer Accountant

2021 - 2024

FIRST AFRICAN COMPANY, Douala, Cameroon

- Created and managed customer accounts.
- sales monitoring and analysis.
- Managed sales-related problems and customer satisfaction.
- monitored and analyzed receivables for timely collection.
- Set product prices in Odoo and calculated sales commissions.
- Prepared and analyzed monthly and annual financial statements.
- Drafted receivables reports.
- Performed bank reconciliations.
- accounting entries and prepared tax returns to ensure compliance.
- customer discount calculation
- sales status reports.

Trainee Accountant**2020-2020**

CFAIR Consulting, Douala, Cameroon

- Archived documents and maintained organized records.
- Entered accounting data into financial systems.
- Calculated and declared income for compliance.
- Assisted in creating management dashboards for reporting.

Academic internship**2019-2019**

Financial House S.A., Douala, Cameroon

- Archived documents and maintained organized records.
- Welcomed and supported customers on a day-to-day basis, meeting their expectations.
- Advised customers and offered them banking products and services adapted to their needs (savings accounts, cards, etc.).
- Invite them to meet one of our specialists if they had a specific need.

EDUCATION & TRAINING

CANADIAN EQUIVALENCY DIPLOMA**2023**

WES Assessed- Canada

- ◆ Bachelor's degree (four years)
- ◆ Diploma (two years)

Bachelor's Degree**2021**

UNIVERSITY OF DSCHANG, DOUALA, Cameroon

Higher National Diploma**2020**

University Institute of the Gulf of Guinea, DOUALA, Cameroon

References

- Available on request.