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| **Togba T. Yango**  **Finance Manager Email:** [**ttangoyango@yahoo.com**](mailto:ttangoyango@yahoo.com)**/**[**yangotogba08@gmail.com**](mailto:yangotogba08@gmail.com) |

Togba T. Yango is a hands-on financial manager with over 10 years of experience in budget development, program evaluation and organizational capacity building. Mr. Yango's primary focus is financial management procedures and developing and designing program-specific QuickBooks to improve financial systems and reduce financial risk. Most recently, Mr. Yango supervised the program budgets, financial/administrative activities and staff of four network organizations. He is creative and enthusiastic and a great team player.

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| **Professional Experience** |

**Store/Supermarket Manager position:**

**Objective:**

Dynamic and results-oriented professional with extensive experience in retail management seeking a challenging position as a Supermarket or Store Manager. Proven track record of achieving sales targets, improving operational efficiency, and enhancing customer satisfaction.

**Store Manager***Harbel Supermarket, Monrovia, Liberia  
Dates of Employment May 3, 2021-August 31, 2023*

* Led a team of 30+ staff members in a high-volume supermarket, ensuring exceptional customer service and efficient store operations.
* Developed and implemented strategies to increase sales by 15% year-over-year through effective merchandising and promotional campaigns.
* Managed inventory levels to optimize stock availability and minimize waste, achieving a reduction in shrinkage by 20%.
* Conducted regular staff training sessions on product knowledge, customer service techniques, and safety protocols.
* Oversaw scheduling, payroll, and performance evaluations to maintain high employee morale and productivity.

**Assistant Store Manager**

Sinkor Shopping Mall*, Monrovia, Liberia  
Dates of Employment: September 4, 2023- April 15, 2024*

* Assisted the store manager in daily operations, including inventory management, staff supervision, and customer service.
* Implemented a new employee training program that reduced onboarding time by 30% while improving employee retention rates.
* Analyzed sales data and customer feedback to adjust product offerings and enhance customer satisfaction levels.
* Acted as a liaison between upper management and frontline staff, effectively communicating company policies and goals.

**Finance Manager, Liberia Women Empowerment Network (LIWEN)**

**October 2018 – May 2021**

**Responsibilities:**

1. Develop budgets, create and set up QuickBooks Accounts for all LIWEN projects.
2. Ensure that all transactions are recorded in QuickBooks accurately.
3. Calculate the Network’s staff monthly pay withholding taxes on their behalf. Calculate and pay the staff salary contribution to the Liberia National Social Security Welfare Corporation (NASSCORP).
4. Analyze bank statements and prepare banking reconciliations each month. Record all deposits and payments in QuickBooks. Prepare financial reports on funds received from donors.
5. Supervise finance assistants and accounts on various projects.

**Accountant, National AIDS Commission of Liberia (NAC)**

**September 2016 – October 2018**

**Responsibilities:**

1. Prepare financial and program budgets.
2. Prepare vouchers for funds received and disbursed.
3. Calculate the NAC’s staff monthly pay and withholding taxes on their behalf. Calculate and pay the staff salary contribution to NASSCORP.
4. Analyze all the bank statements and prepare the bank reconciliations for each month. Record all deposits and payments in QuickBooks.
5. Produce reports from the QuickBooks system for management decisions. Prepare financial reports on funds received from Global Fund and other donors. Represent NAC at financial meetings.

**Finance Assistant, National Aids Commission (NAC)**

**March 2013 – September 2016**

**Responsibilities:**

1. Analyze all transactions for payment.
2. Write vouchers and issue checks.
3. Post transactions in QuickBooks and generate reports.
4. Collect and reconcile bank statements and help to make financial reports.

**Finance Assistant, Liberia Women Empowerment Network /Account Action Aid Liberia**

**October 2010 – March 2013**

**Responsibilities**:

1. Set up the network financial system.
2. Train and mentor selected staff to manage the system and prepare their financial reports.
3. Use Microsoft programs to prepare receipts, vouches and other financial documents.

**Accountant, Liberia Ministry of Internal Affairs (Bomi County)**

**2008 – 2012**

**Responsibilities**:

1. Prepare receipts and vouchers using Microsoft Programs (Excel).
2. Manage all financial transactions of the county including operational funds. Provide guidance and advice to the County Treasurer of the Project Management Committee as necessary**.**

**Education:**

**Bachelor of Business Administration***University Name, City, State  
Year of Graduation*

* Relevant coursework: Retail Management, Marketing Strategies, Operations Management.

**Skills:**

* Leadership and team building
* Strategic planning and implementation
* Budgeting and cost control
* Inventory management
* Customer relationship management
* Problem-solving and decision-making
* Excellent verbal and written communication

**Certifications:**

* Certified Retail Management Professional (CRMP)
* Food Safety Certification (if applicable)

**References:**

Available upon request.

This CV template outlines the key experiences, skills, and qualifications relevant to a Supermarket or Store Manager position. Tailor the details to match your own professional background and achievements for the best results.

Don't share sensitive info. Chats may be reviewed and

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| **Consultancies** |

**Sister Aid Liberia Inc.**

**March 2021- May 2024**

* Setup and organize their financial files in QuickBooks. Train their finance staff on how to operate the software.

**LEGAL**

**July – August 2020**

* Setup and organize their financial files in QuickBooks. Train their finance staff on how to operate the software.

**Liberia Women National Political Forum**

**June 2019 – August 2019**

* Financial Reconciliation. Develop Project budgets and develop financial reports. Setup financial system. Train finance staff.

**Women NGOs Secretariat of Liberia**

**September 2017 – December 2017**

* Financial Management Training for their 25 women Network organizations. Trained their finance team on the usage of QuickBooks.

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| **Education** |

2023 – **MBA Candidate – Master in Business Administration,   
University of Liberia**

2007 **– Bachelor of Business Administration, University of Liberia** Accounting Major, Economics Minor

2016 – **Certificate – Internal Control and Audit (LIPA)**

Trained in detecting fraud. Managing financial systems and reducing risk

2014 – **Certificate in QuickBooks system management training**

Record all financial transactions in the system. Generate all reports for management decisions.

2014 – **Certificate, Public Financial Management Training (LIPA)**

Courses in public financial management and reporting.

2011 **- Leadership Training by Development Educational Network of Liberia**

One-week leadership training financed by UN Women Liberia.

2011 **- Financial Management Training conducted by Development Educational Network of Liberia**

One-week financial management training in preparing financial instruments, budget preparations, financial report making through financial statements and narrative.

2011 - **Conflict Management Training done by**

One-week training done Development Educational Network of Liberia.

2008 – **Intensive Training in Public Procurement, Concession and Commission Laws (PPCC)**

Certificate in Local Governance financial management Training.

2005 **– Computer Lab International (Certificate)**Courses in Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Internet Browsing.

1999 **– CWA Junior College of Business, Monrovia (AA Degree)**

Course in Accounting

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| **PERSONAL DATA** |

**Full name: Togba T. Yango**

**Nationality: Liberian**

**Place of residence: Ottawa, Ontario**

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**REFERENCES - available upon request.**