**ALPHA DIALLO**

412-202 Rue Berlioz

Verdun, (Québec) H3E 1B8

514 601-6485 / aadiallo75@gmail.com

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| **SUMMARY OF QUALIFICATIONS** |

* 5 years of experience in accounting.
* In the process of obtaining CPA designation.
* Excellent knowledge of the accounting cycle.
* Independent, attention to detail, team work, effective problem solving skills.
* Ability to work under pressure and meet deadlines.
* Knowledge of MS Office, Simply accounting, QuickBooks, Caseware and

Profile

* Bilingual

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| **RELEVANT EXPERIENCE** |

**Accounting**

* Analyze and control journal entries and trial balances.
* Prepare and analyze financial and accounting reports.
* Calculate and prepare checks for payroll, taxes and invoices.
* Complete and submit tax remittance forms.
* Prepare monthly and annual financial statements.
* Prepare personal and business income tax returns.
* Participate in the preparation of the annual budget for the company.

**Audit**

* Prepare engagement letter, management representation letter and related documents for management review.
* Assisted in the planning of audit and accounts along with the assessment of client risk.
* Executed financial statements audit of international clients with net income in excess of $1million.
* Completed audit working papers related to Income Statement, Balance Sheet for the financial statement audit file, including preparation of lead sheets, test of controls and substantive testing.
* Discussed with client for potential misstatement and finding amicable solutions.
* Assisted in the completion of the audit by drafting the audit report and compiling audit report presentation.

**International trade and management**

* Consult with staff and competitors to determine demand and confine stock to products that can be sold.
* Perform import price calculation and prepare bids.
* Communicate and negotiate with suppliers via phone for the supply of goods.
* Compare and analyze various prices offered and choose the best.
* Place orders and set the terms of delivery and the payment of goods.
* Coordinate international payment operations.
* Calculate the cost of goods and overhead to set the cost price and the selling price.
* Prospect potential customers and keep existing customers.
* Establish different registers: sales, banks, customers and suppliers.
* Prepare the annual budget based on estimates of revenue and expenditures.

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| **WORK EXPERIENCE** |

**Accounting technician 2014**

Baccari Accounting and Tax Services, Calgary, Alberta, Canada

**Consultant in international trade and management 2010 - 2014**

Global Motos et Cycles Sarl, Dakar, Senegal

**Accounting technician 2008 - 2010**

Baccari Accounting and Tax Services, Calgary, Alberta, Canada

**Auditor Assistant 2006 - 2008**

BDO MBA, a member firm of BDO International, Dakar, Senegal

**Assistant to the Director of Administration, General Services and 2005 - 2006**

**Public Relations**

International Commercial Bank, Dakar, Senegal

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| **ACHIEVEMENTS** |

**Consultant in international trade and management**

Global Motos et Cycles Sarl, Dakar, Senegal

* Designed and implemented a procedure manual on managing funds, expenses, customers and suppliers
* Installed a business management software to assist with billing and monitoring the stock
* Results: Better financial and accounting management of the business arising to an increase in net income from $20,000 to $45,000 in one year.

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| **EDUCATION AND TRAINING** |

**Preparation of Personal Income Tax Returns Program 2009**

H&R Block Tax Training School, Calgary, Alberta, Canada

**Bachelor of Arts in Accounting 2005**

Point Park University, Pittsburgh, United States

Equivalent to a Bachelor of Accounting in accordance with the comparative evaluation of studies performed outside Quebec of the Ministry of Immigration, Diversity and Inclusion.