ADUAYOM MESSAN Têko Seth

Office & Accounting Assistant

Lomé, Togo | Phone: +228 99 99 36 34 / +228 93 69 69 11 | Email: sethaduayom@gmail.com

PROFILE

Accounting assistant with 3 years of experience in general accounting, tax compliance, and human resources administration. Skilled in processing accounting documents, maintaining inventory records, preparing financial statements and payroll, and handling tax and social security filings. Rigorous, autonomous, and an effective team collaborator.

KEY SKILLS

Software: Excel, Word, PowerPoint, Sage 100 Accounting

Accounting & administration: Processing and filing accounting documents, journal entries, account posting, bank reconciliation statements, inventory and stock tracking, preparing financial statements, monitoring expenses and revenue, cash management, payroll preparation, tax and social security filings

Soft skills: Patience, analytical thinking, autonomy, teamwork, responsiveness and adaptability

WORK EXPERIENCE

Accounting Assistant — Euro Lolange et Fils SARLU
Since September 2023

Lomé, Togo

- Processed accounting documents (filing, posting, data entry)
- Tracked stock and conducted inventory
- Assisted in preparing financial statements
- Monitored expenses and revenue
- Managed petty cash
- Prepared payroll and payslips
- Supported HR administration
- Handled tax and social security filings

Accounting Assistant — 2E Finances SARL
2022 - 2023

Lomé, Togo

- Filed accounting documents
- Posted journal entries
- Entered accounting records
- Carried out inventory
- Handled tax and social security filings
- Performed various supporting tasks

Accounting Assistant — CCT Bâtimat
2019

Lomé, Togo

- Filed accounting documents
- Entered accounting records
- Assisted in preparing bank reconciliation statements

EDUCATION

Accounting, Auditing and Control (CCA)
Ecole Supérieure d'Audit et de Management (ESAM), Lomé, Togo — 2022

Technical Baccalaureate, Accounting
Groupe Scolaire St Joseph, Lomé, Togo — 2015

LANGUAGES

Ewe: native language | French: advanced level | English: intermediate level

INTERESTS

Travel, reading, gastronomy