

Naod Merhawi Negasi

Finance Assistant

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Summary

Detail-oriented and reliable accounting professional with hands-on experience in bookkeeping, cash reconciliation, cash flow tracking, and financial record-keeping. Skilled in Microsoft Excel, with experience recording daily sales, tracking business payments, checking cash balances, and handling employee salary payments. Strong numerical, organizational, and problem-solving skills, with a focus on accuracy and keeping financial records up to date. Seeking an opportunity to apply my practical experience and continue developing my skills in accounting and finance.

Skills

Communication Skills ● ● ● ● ●

Problem-Solving ● ● ● ● ●

Time Management ● ● ● ● ●

Bank Reconciliation ● ● ● ● ●

Payroll Support ● ● ● ● ●

Cash Reconciliation ● ● ● ● ●

Financial Record-keeping ● ● ● ● ●

Experience

Finance Assistant Jun 2025 – Jun 2026
Caramel Café & Lounge (Munyonyo)
Kampala, UG, Uganda

Key Responsibilities

- Recorded and monitored daily sales revenue from morning and evening shifts.
- Reconciled daily cash balances and sales records using Microsoft Excel to ensure accuracy.
- Prepared and updated daily cash flow records, tracking business payments and money coming in and going out.
- Maintained accurate financial records of daily income and expenses.
- Managed the distribution of employee salaries and recorded salary payments.
- Organized and updated financial records to support the daily operations of the accounts department.

Achievements

Improved daily financial tracking by recording and reconciling morning and evening sales in Excel, monitoring daily business payments, and keeping cash flow records accurate and up to date.

Education

General Studies – High School Diploma
International School Of Uganda
2017 – 2025 Kampala, Uganda