

EVAN THUO

Dartford, GB

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Video CV and Professional Profile: <https://cifa.ac/cifa-resume/964b6550-081e-4c31-8152-4400d481e311>

Dedicated Assistant Accountant with over two years of experience in high-volume financial operations, specializing in Accounts Payable and Receivable management. Proven expertise in maintaining accurate ledgers, processing complex payment runs, and performing multi-currency bank reconciliations. Experienced in assisting with the preparation of management accounts, including Profit & Loss analysis, Balance Sheet reconciliations, and fixed asset registers. Skilled in utilizing Xero, Sage 50, and QuickBooks to ensure tax compliance and streamline reporting processes. Currently pursuing ACCA Applied Skills to further enhance my technical knowledge in budgeting and financial forecasting. I am a detail-oriented professional committed to resolving complex stakeholder queries and supporting strategic decision-making in fast-paced environments.

SKILLS

Hard Skills: Statistical Modeling, Quantitative Research, Game Theory, Xero, Sage 50, QuickBooks, Tax Accountancy, Financial Reporting, Financial Modeling,

Soft Skills: Accounting, Account Reconciliation, Data Validation

WORK EXPERIENCE

August 2023 - Present

Assistant Accountant [Tawanda Accountants]

Prepared month-end closing entries, responded to finance queries, analyzed financial statements, prepared budget files, managed accounts coded log process, provided tax advice, checked bank statements, created trial balances, observed statutory obligations, analyzed profit and loss, updated balance sheets, prepared tax returns, followed accounting procedures, reviewed cashflow receipts, streamlined invoice processing.

February 2023 - September 2023

Accounts Assistant Trainee [Future Connect Training & Recruitment Ltd]

Processed weekly payroll, entered invoice batches, dealt with software programs, posted wages journals, prepared CIS returns, paid suppliers, handled tax-related tasks, processed P45 and P60 information, reconciled bank accounts, maintained fixed assets, managed Purchase Ledger.

August 2022 - September 2023

Warehouse Operative [Job Talent]

Maintained numerical accuracy, reconciled stock counts, exceeded productivity targets.

May 2022 - August 2022

Replenishment Associate [Retail & Asset Solutions Ltd]

Maintained numerical accuracy, reconciled stock counts, exceeded productivity targets.

August 2021 - May 2022

Financial Services Advisor [ICEA Lion Group]

Performed portfolio analysis, developed financial plans, managed KYC and AML processes, utilized financial software for reporting.

December 2018 - December 2020**Research Assistant** [Kenya National Bureau of Statistics]

Arranged and collected research data, performed statistical research, orchestrated data collection, synthesized raw data for reports.

June 2018 - December 2018**Accounts Payable Assistant** [AUA Industria]

Documented transactions, reconciled accounts, tracked tax deductions, streamlined invoice processing, refined payment tracking.

February 2018 - May 2018**Administrative Assistant** [Il Poggio Montecastelli]

Received and sorted mail, answered phones, handled client correspondence, greeted visitors, managed calls, updated files, coordinated equipment maintenance, planned office events.

September 2015 - June 2016**Finance Intern** [Max Planck Institute]

Received and paid invoices, processed financial transactions, prepared grant financial statements, assisted with budget preparation.

April 2012 - May 2012**Research Assistant** [Ministry of Health Kenya]

Participated in data collection, analyzed nutritional data, collaborated with healthcare professionals.

March 2011 - November 2011**Sales Associate** [Zahra Electronics]

Processed sales transactions, monitored stock levels, developed product knowledge, provided technical advice.

EDUCATION

Association of Chartered Certified Accountants (ACCA) -- Accounting and Finance (In progress)

Applied Skills Level (In progress)

Universidad Carlos III de Madrid -- Economics (2016 - 2017)

Master

Kenyatta University -- Accounting and auditing (2012 - 2015)

Bachelors of Commerce

KASNEB -- Accounting and Finance (2012-2015)

CPA

CERTIFICATES

2026

Introduction to Financial Modeling

2025
Bookkeeping Certification

2025
Tax Accounting

2025
ACCA Diploma in Accounting and Business

2025
Mortgage Advisor - Level 4
Understanding UK mortgage industry

2024
Data protection

2024
Introduction to Data Analysis using Microsoft Excel

2023
Xero Advisor Certified