



TOGBE Sena Rolande

AUDITOR AND MANAGEMENT
CONTROLLER

Born **MAY 13, 1993** in COTONOU
SINGLE WITH TWO (02) CHILDREN
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TRAINING AND QUALIFICATIONS

- **TRAINING IN BUSINESS & COMMERCIAL ENGLISH** from **February 2024 to present** :
CENTRE BI-LANGUAGE INSTITUTE
- **ACADEMIC YEAR 2011-2013:**
: Master's degree in Audit and Management Control (MBA2 ACG) at Institut Supérieur de Management (**ISM ADONAI**) ;
- **ACADEMIC YEAR 2010-2011:**
Professional Degree in Accounting and Auditing at the Ecole Supérieure de Gestion d'Informatique et des Sciences (**ESGIS**) ;
- **ACADEMIC YEAR 2008-2010 :**
DIPLOME DE TECHNICIEN SUPERIEUR OPTION COMPTABILITE-GESTION at Ecole Supérieure de Gestion d'Informatique et des Sciences (**ESGIS**) ;

- **ACADEMIC YEAR 2007-2008 :**
BACCALAUREAT DE L'ENSEIGNEMENT GENERAL OPTION ECONOMIE SOCIALE (BAC ES) **ACADEMIE DE NANTES** ;
- **ACADEMIC YEAR 2007-2008 :**
BACCALAUREAT DE L'ENSEIGNEMENT GENERAL OPTION ECONOMIE (BAC B) ;
- **ACADEMIC YEAR 2004-2005 :**
BREVET DES ETUDES DU PREMIER CYCLE (BEPC) ACADEMIE DE BORDEAUX ;
- **ACADEMIC YEAR 2004-2005 :**
BREVET DES ETUDES DU PREMIER CYCLE (BEPC) ;
- **ACADEMIC YEAR 2000-2001 :**
CERTIFICAT DES ETUDES PRIMAIRES (CEP).



PROFESSIONAL EXPERIENCE

- **Auditor and Management Controller at CDF-AKAD BENIN (GDIZ)**
from April 30, 2024 to date.
- **Chief Financial Officer (CFO) of SCL SARL**
from March 2020 to November 15, 2023.
- **General Manager of RJ COMMODITIES SARL**
from October 2014 to March 2019.
- **Business Development Manager at SMART MANAGERS & SOLUTIONS (SMS)** from
September 2012 to October 2013.
- **Work placement of seven (07) month at BENIN PETROLEUM SERVICES S.A/** Accounting and Financial Department from March to August 2012.
- **Academic internship of two (02) months at NSIA VIE BENIN/**Technical Department from December 2011 to February 2012.
- **Academic internship of three (03) months at NSIA BENIN/** Controlling & Accounting Department from April to June 2011.
- **Academic internship of two (02) months at TUNDE TRANSPORT/**Accounting Department from September to November 2010



SKILLS ACQUIRED

- Establish an Accounting Plan in compliance with Local and International Standards while implementing a regulatory framework to integrate any legislative changes impacting accounting.
- Develop and supervise cost and cash control systems and oversee invoicing and third-party management.

- Establish regular, monthly, profit and loss, cash, receivables and inventory reports.
- Implement inventory control procedures to ensure inventory accuracy and optimize product rotation.
- Supervise accounting team for bookkeeping, preparation of financial statements and tax compliance.
- Act as main contact for external auditors, ensuring transparency and reliability of audits.
- Control of the Petty expenses, NSIA BENIN and NSIA VIE BENIN funds;
- Cash desk audit; Treasury audit;
- Branch control;
- Processing of accounting documents: allocation, recording in SeriCompta and PERFECTO software;
- Processing of membership forms: allocation, recording in Sunshine Software;
- Preparation of supplier invoices, assistance with cash journal entries;
- Reconciliation of cash accounts (Bank & Cash);
- Processing of daily receipts;
- Elaboration and organization of recruitment processes (Preparation of psycho-technical test sheets, pre-interview sheets, interview sheets and computer tests);
- Management of recruitment and interim contracts;
- Preparation of pre-interview, interview and other report.



COMPUTER SKILLS

Solid knowledge of various word-processing and spreadsheet software in particular

- WORD
- EXCEL
- OUTLOOK
- POWER POINT

Software packages.

- CODEFINE CRM
- MICROSOFT TEAMS
- MICROSOFT 365
- PERFECTO
- SUNSHINE SOFTWARE
- NAVISION
- SAGE SAARI
- DROPBOX



FOREIGN LANGUAGES SPOKEN

ENGLISH

FRENCH

SPANISH



HOBBIES

Sports: Basketball; Tennis; Swimming
Reading.
Singing

I certify that the above statements are true.

Cotonou, July 18, 2024

Rolande S. TOGBE