Karen Edoo, MBA, ACCA

[karenmahabir@hotmail.com](mailto:karenmahabir@hotmail.com) | 832-847-0484 | Houston, TX | <https://www.linkedin.com/in/karen-edoo>

**Professional Summary**: Detail oriented and proactive finance and accounting professional with 20 years of experience both as a professor and in the field seeking a role as an **Accountant** or **Financial Analyst** in a growing organization.

**Professional Certification:** Chartered certified accounting professional and member of the International Association of Chartered Certified Accountants (ACCA): equivalent to the American Institute of Certified Public Accountants (AICPA)

**Key Skills**

|  |  |  |
| --- | --- | --- |
| * **Communication** | * **Staff development** | * **Leadership** |
| * **Financial planning** | * **Financial Statement analysis** | * **Analytical** |
| * **Standards of accounting** | * **Budgeting** | * **Strategic planning** |

**Education**

University Of Texas - Data Analytics Currently

Heriot Watt University - Master of Business Administration Dec 2015

Association of Chartered Certified Accountant - B.Sc. Accounting Dec 2005

Association of Chartered Certified Accountant – Diploma (ACCA) Dec 1999

**Professional Experience**

University of the West Indies – Faculty of Social Sciences Sept 2023 - May 2024

**Professor of Management and Finance**

* Delivering lectures on Financial and Management accounting at a B.Sc. level
* Prepare and design course material, examinations, marking scripts and advisory
* Provide financial consultancy to private organizations

Kentz Caribbean LLC – Member of SNC Lavalin Feb 2020 - Aug 2023

**Financial Analyst**

* **Cost control**- tracked and reported all Electrical and Instrumentation costs for new and expansion projects; Mitsubishi, Bechtel/BP, Ruby Oil Platform and Galeota with budgets from $3M - $27M.
* **Accounts Payable-** received and processed of over 100 invoices per month to ensure optimum use of working capital, accuracy in payments and timely payments.
* **Asset control-** Facilitated efficient availability of material, equipment and personnel for the duration of multiple projects consisting of over 300 assets and 100 skilled labor.
* **Collaborated -** Procurement, taxation, and financial control personnel to streamline invoice payments during the project peak times.
* **Payroll-** Processed salaries for over 80 weekly and 20 monthly employees.
* **Banking Authorization**- Authorized to perform all banking transactions on behalf of the company.
* **Receivables-** Developed a system in collaboration with project controls personnel to proactively identify cost variations for onward billing to clients.
* **Review and Reconcile** - General Ledger accounts and record journals.
* **Office Management-** Supervised businesssupport delivery, enhanced administrative operations, strengthened accounting practices, and consistently executed assignments to meet deadlines.
* **Cash flow and Budgeting**- Weekly and monthly budgets.
* **Software**- ACCPAC Sage 300, Peachtree Sage 50, Excel, ERP, Hyperion Financial Reporting (HFM & PBCS), FloQast.

Corporate Financial Services Mar 2019 to Jan 2020

**Assistant Accountant**

* **Corporate Tax returns -** Preparation of tax returns.
* **Reconciliation -** Reconciliation of all ledger accounts.
* **Management Reports** - Prepared monthly management reports and Financial Statements.
* **Audits** - Fact checks and resolving discrepancies.
* **Fixed Assets -** Maintained fixed assets schedule.

Omardeen School of Accounting Limited Jun 2006- Dec 2019

**Senior Professor/ Internal Audit/ Accountant**

* **Lectured** in the field of Accounting and Finance at a basic, intermediate, and advance level (BSc, ACCA U.K.)
* **Mentor -**Students advising in areas of personal development and academic progression.
* **Evaluate -** Conduct periodic assessments to continuously evaluate students, assess and identify gaps.
* **Motivate -** Promotional speaking at career development seminars, program marketing
* **Consultant -** services for companies’ in-house PM & strategic planning sessions.
* **Design Program -** Develop curriculum for short courses
* **Independent Examiner**

**Internal Audit and Accountant role**

* **Internal audits**- Financial transactions at the Omardeen School of Accountancy Ltd. (OASL), Accounting Services Outsourcing and Bookstore, receipts, and deposits of OSAL and its bookstore.
* **Internal controls-** Implementation of new controls to improve efficiency.
* **VAT-** preparation and filing of returns, together with all statutory payment.
* **Preparation of Financial Statements-** according to IFRS’s.
* **Budgeting and Cash Flow-** Forecasts advisory services for financing and compliance.