

CURRICULUM VITAE

November 30, 2023

NAMES:

Donatien Dodo

TITLE, RESPONSIBILITY, AND ACADEMIC AFFILIATION

Accountant

Financial Assistant to the Genetics, Biotechnology and Seed Science Unit, (PAGEV/GBioS/FSA)

CONTACT DETAILS:

Faculty of Agronomic Sciences, University of Abomey-Calavi,
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EDUCATION / QUALIFICATION

2018-2019: Secondary school baccalaureate, series G2

2016-2017: Bachelor's degree in Accounting, Auditing and Management Control, Faculty of Economics and Management (FASEG), University of Abomey-Calavi (UAC)

2013-2014: Secondary school baccalaureate, series D to CEG1 Betoumey/Djakotomey

WORK EXPERIENCE

2018 – Present: Financial Assistant in the GBioS/FSA Laboratory Accounting Department (AGRO-ECO Project, SAFE PGR Project, FRESH Project, TAVI Project, BMZ-CGT Project, SEED KITS Project), ENA/UAC Accounting and Financial Affairs Department and Cabinet RODENS Consulting and Services

Payroll management for administrative staff and field technicians

Payroll management for suppliers

Public procurement management

Accounting

Establishment of cash flow plan

Monthly declaration of AIB and VAT deductions for services and contracts

Monthly declaration of ITS and CNSS deductions for personnel.

Drafting of financial reports.

Drawing up payment statements for teaching fees

Drawing up payment statements for workers

Rendering of accounts

Follow-up of monthly, quarterly and annual cash flow plan.

Personnel management

Inventory of assets

Drawing up contracts with service providers

Quality management to ISO 9000, ISO 19011: 2018 and ISO 21001: 2018 standards

Internal auditor to ISO 9000, ISO 21001: 2018 standards