**Gulfjobseeker.com CV No:** **1256664**

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**CAREER OBJECTIVE**

I wish to work in an organisation that allows me to use my knowledge to meet its objectives and offers me opportunities to gain critical work experience.

**EDUCATION**

Sept 2007 – Aug 2011: **Solusi University**

 Bachelor of Business Administration in Finance

* Degree class: Upper Second.
* Graduated in March 2012.

2004 - 2005: 2 “A” Level passes St Joseph’s High School, Chirumanzu.

2000 - 2003: 8 “O” Level passes St Albert’s High School, Centenary.

**WORK EXPERIENCE**

**September 2012 to July 2013 Ministry of Education Sports and Culture** **Relief Teacher - Dzivarasekwa High 1**

Duties

* Teaching management of business A level.
* Teaching accounts and commerce, O level.
* Marking of student’s homework and tests.
* Supervision students in their extra curricula activities.

**May 2010 to February 2011: ZB Financial Holdings**

**Internship – Finance and Accounting Department**

Duties and Responsibilities

* Preparations of monthly cost Centre reports and perform monthly expense analysis.
* Preparing movement report for daily statutory returns.
* Preparation of monthly management and branch profitability reports.
* Preparation of monthly branch balance sheet.
* Reconciliation of nominal ledger accounts and Trial Balance.
* Preparation of financial statements.
* Creditor’s payments and filing.
* Computation of Government remittances (normal taxation)
* Stock management and control
* Participated in the budgeting process for the year ended 31 December 2011

**SKILLS**

Computing: Computer literate; competent in Microsoft Office Suite, Pastel and working knowledge of Smart stream.

Data Capturing: Gained invaluable experience through capturing of the group business transactions with ZB Bank and this enhanced my capacity to work with complex transactions.

Communication and Interpersonal: Skills developed through interactions with both internal and external clients at ZB; Class presentations at Solusi University.

Leadership and team work: Representative committee of the finance majors (FINASA Club) 2009 at Solusi University; enjoyed taking responsibilities and being part of the finance and accounting team at ZB.

Research: Enhanced my skills through the Introduction to research methods course during my forth year.