**Curriculum Vitae**

NAME Admire Email: [admire.30922@2freemail.com](mailto:admire.30922@2freemail.com)

ADDRESS Woking, Surrey, UK Tel: C/o 971504973598

PROFESSIONAL QUALIFICATIONS

DEGREES MASTERS IN DEVELOPMENT FINANCE; BACHELOR of COMMERCE in BANKING & FINANCE; Post-Grad DIPLOMA IN INTERNAL FINANCIAL CONTROLS

OTHER CERTIFICATES

STATISTICAL ANALYSIS CERTIFICATE; COMPUTER DRIVING LICENCE; STRATEGIC FRAMEWORK FOR BUSINESS; CERTIFICATE IN TAXATION AND CUSTOMS PROCEDURES; ZIMHOST CUSTOMER SERVICES CERTIFICATE

EDUCATION

GAMPU PRIMARY SCHOOL (1985-1991): Primary school education

MPOPOMA HIGH SCHOOL (1992-1997): 3 A Level passes & 9 GSSEs

TECHNICAL SKILLS

Financial Analysis, IFRS & GAAP Financial Reporting, SAP, Negotiations, Proposal Writing, Budget Planning & Management, Taxation (Value Added Tax, Corporate tax Computations, Rebates, Drawbacks, Annuities taxation, Pay As You Earn, Capital Gains Tax, Refunds, Tax Assessments, Tax Planning, Allowable Deductions Assessments), Compliance, Internal and External Auditing, Turnaround, , Mergers & Acquisitions Accounting, Administration, Advisory, Accounts Team Management, Payroll Administration, Asset Management, Banking, Internal Controls & Fraud Detection, Reconciliation, Treasury, Bonds, Training, Client Services, Cash Flow Analysis, Statistics, Debt Management, Sun, Microsoft Office, Corporate Communication and Private Banking.

EMPLOYMENT HISTORY

EMPLOYER SHREWSBURY WEALTH MANAGEMENT, PERIOD EMPLOYED from 03/07/16

Position Held MANAGEMENT ACCOUNTANT

MY RESPONSIBILITIES I crunch numbers for internal review to help client companies budget and perform better and also help them choose and manage their investments. I am a risk manager, budgeter, planner, strategist, tax planner and decision maker for client entities. I do internal administration as well as I supervise my department staff. I also;

Draw monthly/quarterly management accounts for a wide range of clients; Prepare and update cash flow budgets and forecasts for clients; Design management accounts packs for clients; Set up and structuring of accounting systems; Provide book-keeping/TAX advice and assistance to clients and work colleagues; Liaising with clients for information required; Liaising with line managers and partners to solve problems with their respective clients; Discuss financial results with clients and give sound business advice. I have a two weeks notice contract.

EMPLOYER FINACCO BUSINESS SERVICES, PERIOD EMPLOYED 01/06/2007 TO 31/12/2015

Position Held FINANCE MANAGER

MY RESPONSIBILITIES: Draw up Financial Statements to Balance Sheet; Assess financial risks of major transactions and manage credit; Gathering business intelligence and relaying it to the Financial Director; Preparing Weekly and Monthly Variance reports; Promulgate & monitor Budgets for the region; Do Tax Computations and other statutory requirements; Procurements, Distribution and Logistics planning; Develop funding proposals; Monitor Bank and other Reconciliations like Stock and Revenue; Collection Sheets; Supervise subordinates and administer their payroll register

EMPLOYER ZIMBABWE REVENUE AUTHORITY, PERIOD EMPLOYED 01/10/2003 TO 31/05/2007

Position Held SENIOR REVENUE SPECIALIST

MY RESPONSIBILITIES: Check clients’ Financial Statements to Balance Sheet; Assess financial risks of major transactions and manage credit as well as refunds; Gathering business intelligence and relaying it to the Regional Manager; Preparing Weekly and Monthly Variance reports; Promulgate & monitor Budgets for the department; Test Tax Compliance and other statutory requirements for clients falling in my category; Develop proposals that have a potential to increase revenue collection; Monitor client banking against revenue collection and note any discrepancies; Suggest and execute onsite vat audits where the need arises

EMPLOYER THE COMMERCIAL BANK OF ZIMBABWE

PERIOD EMPLOYED 01/10/2000 TO 26/02/2003 Position Held SUPERVISOR

EMPLOYER THE COTTON COMPANY OF ZIMBABWE

PERIOD EMPLOYED 01/09/1999 TO 30/09/2000 Position Held RECONCILIATIONS CLERK

EMPLOYER R. CHITRIN IMPORTERS & EXPORTERS C

PERIOD EMPLOYED 06/04/98 TO 31/08/1999 Position Held MARKER

ACHIEVEMENTS AND LEADERSHIP TRAITS

MY RECENT PREVIOUS AND OTHER PRIOR POSITIONS I HAVE LED MY CORPORATE TEAM IN DRIVING COST-REDUCTION INITIATIVES THAT RESULTED IN $2 MILLION SAVED OVER THREE YEARS THROUGH CAPITAL INFUSION AND PROCESS AUTOMATION. I IMPROVED THE ACCURACY OF BUDGET FORECASTS. I HAVE SAVED $ 0.5 MILLION ANNUALLY BY REDUCING FIXED SPENDING 10% AND VARIABLE OVERHEAD SPENDING 19% THROUGH A VARIETY OF COST-IMPROVEMENT INITIATIVES THROUGH BETTER UTILISATION OF RESOURCES. I ALSO ESTABLISHED GOOD WORKING RELATIONSHIPS WITH CUSTOMERS/CLIENTS, AMONG OTHER ACHIEVEMENTS