

**Accounting and Finance Professional**

**CAREER OBJECTIVE**

To be part of an aggressive, dynamic and goal oriented Finance and Accounting team which fosters and encourage teamwork towards the attainment of stated organizational goals and objectives.

**Skills**

Good communication skills and ability to relate at all levels

Effective listening, reading and reporting skills with management and leadership skills

Specialised knowledge to Risk management and Investment analysis

Remarkable organizational and planning skills with appropriate attention to detail as well as deadline oriented.

Ability to work under pressure and minimal supervision.

**Work Experience**

**Zimbabwe**

**Accounts Assistance (Payables) 2014 to date**

* Review and verify invoices
* Sort, code and match invoices
* Set invoices up for payment
* Enter and upload invoices into system
* Track expenses and process expense reports
* Prepare and process electronic transfers and payments
* Post transactions to journals and other records
* Reconcile accounts payable transactions
* Prepare analysis of accounts
* Monitor accounts to ensure payments are up to date
* correspond with clients and respond to inquiries
* Produce monthly reports
* Assist with month end closing
* Provide supporting documentation for audits
* Pays employees by receiving and verifying expense reports and requests for advances
* Maintains historical records by filing documents.
* Disburses petty cash by recording entry and verifying documentations

**Cotton Company of Zimbabwe Zimbabwe**

**Trainee Accountant (Internship) 2012**

**Creditors Department**

* Creditors account reconciliation
* Capturing invoices
* Authorization of invoices
* Monthly loan accounts

**Treasury Department**

* Daily petty cash reconciliation
* Capturing RTGs into the system
* Petty cash reimbursement
* Depot monthly loan accounts

**Debtors Department**

* Invoicing clients
* Sending out statements to clients of all open and outstanding monies
* Drawing weekly ageing analyses for clients and make follow ups to clients with overdue invoices
* Updating payments in client accounts and perform monthly bank reconciliation.

**Professional Qualifications**

Honors in Banking and Finance 2013

Institution- Midlands State University-Zimbabwe

Period- 2010-2013

**Additional Skills**

* Computer:MS Word, MS Excel, Power point, Stata and E-Views, MS Outlook and Internet
* Training in customer care.

**Hobbies**

* Playing soccer and watching cricket
* Reading business journals and magazines.

Date of Birth 15 June 1990

Nationality Zimbabwean

Languages English and Shona

Marital status Single

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| **Muchochoma Taurai – 1851864**  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from  <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |