###### MARCIA

[MARCIA.336334@2freemail.com](mailto:MARCIA.336334@2freemail.com)

## PERSONAL **DETAILS**

CAREER OBJECTIVE

I am an Accountant, aspiring an opportunity to work in an internationally competitive professional environment offering prospects for growth and enriching experience as I am keen to practice in abroad in national and international financial management, local as well as foreign investment, accounting ,taxation and other concerned sectors. I take pride in my work and will do everything in my powers to fulfill duties assigned me.

BACKGROUND INFORMATION

* Detail-oriented, efficient and organized professional with experience in accounting systems.
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Excellent written and verbal communication skills.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking.
* Seven years in financial management and accounting and one year internal auditing.

PERSONAL DETAILS

Date of birth 22 September 1984

Gender Female

Nationality Zimbabwean

Marital Status Married

Current Location Dubai

Visa Status Husband Sponsored

Visa Expiry Date December 2019

Languages English and Shona

## 

EDUCATIONAL QUALIFICATION

**Ordinary Level**

St Paul’s Msami High School 2000

**Advanced Level**

Chibi high School 2002

**B.B.A in Finance:**   
Solusi University, Zimbabwe      2006

**Certificate of Profiency**

Insurance Institute of Zimbabwe 2007

**Byco (Pvt) Ltd March 2016 – November 2016**

Accountant

* Setting up of accounting and internal control systems
* Raw materials usage analysis
* Coordinate [physical inventory counts](http://www.accountingtools.com/procedure-inventory-count)
* Fixed Assets management , updating the asset register and reconciling to ledger
* Control Account reconciliations- Raw materials stores, Finished goods, Creditors control account and individual creditors accounts
* Product costing
* Budgets preparation and control
* Suppliers’ preparation of payment documents review
* Weekly and monthly sales return reports
* Debtors’ management
* VAT Returns
* Monthly management accounts
* Income Tax returns QPDs
* Inventory management
* Supervision of two clerks.

**Goldstar Sugars January 2012 – February 2016**

Accountant

* Variance analysis-Analysis between flexed budgets Vs Actual results
* Coordinate [physical inventory counts](http://www.accountingtools.com/procedure-inventory-count)
* Fixed Assets management , updating the asset register and reconciling to ledger
* Control Account reconciliations- Engineering stores, Coal, Creditors control account and individual creditors accounts
* Work with the materials review board to locate and dispose of obsolete inventory
* Budgets preparation and control
* Report s on periodic [variances](http://www.accountingtools.com/summary-variance-analysis/) and their causes, focusing in particular on spending variances
* Suppliers’ preparation of payment documents review
* Approval of suppliers’ order in line with the budget
* Preparation of audit file
* Liaising with internal and external auditors
* Weekly and monthly sales return reports
* Debtors’ management
* VAT Returns
* Weekly and monthly management accounts
* Product costing
* Board Reports
* Inventory management
* Ensuring standards are adhered to ISO 9001:2008
* Supervision of eight clerks.

ARTICLESHIP EXPERIENCE

**starafricacorporation 2008**

Trainee Articled Clerk

Worked as a trainee under articleship with starafricacorporation a training office under The Institute of Chartered Accountants Zimbabwe (ICAZ) from Jan 2008 to December 2011.

**Starafricacorporation Head Office July 2011-Dec 2011**

Group Accountant Assist

* Preparation and review of monthly balance sheet and P&L reconciliations
* Financial reporting of the monthly consolidated financial packs to specific deadlines
* Preparation of group statutory annual financial statements under GAAP
* Preparation of group weekly reports for the Executives for decision making purposes.
* Ensuring that standards are adhered to by all.

**WestBev (beverage centre) 2009**

Assistant Accountant

* Managed accounts receivables for the company, prepared the weekly and monthly debtors reports for management decision making purposes.
* I handled customer queries and negotiations on payment terms of customers on behalf of the beverage centre (West Bev) which is also a division of starafricacorporation.
* Managed physical inventory counts.
* Processed Cashbook and handled Petty cash.

**starafricacorporation Exports department 2008**

Assistant Accountant

* Managed accounts receivables in the Exports department and making sure the sales were recorded at the applicable exchange rate and IFRAS observed.
* Prepared weekly confidential sales reports for presentation to management.
* Prepared monthly management reports for this Exports department for management decision purposes.
* Preparation of VAT payments.

**Covenant Women Savings and Credit Union 2005-2006**

Finance Officer

* Managing banking and monitoring expenditure.
* Petty cash management
* Management of debtors
* Preparation of weekly budgets and management reports for the Managing Director for decision making purposes.
* Assisting in the preparation of the financial statements using Pastel accounting software.

VOLUNTEER OR COMMUNITY INVOLVEMENT

**Pinnacle Baptist Assemblies Church**

Office Administrator 2007

* Performing General office duties and admin tasks.
* Providing telephone support
* Scheduling believers’ appointments with the Pastor and maintained church membership data base files.
* Managing Petty Cash.

COMPUTER SKILLS

# Ms Office Applications:

# Word, Excel, PowerPoint & Access

# Further Technical Skills:

# Email, Internet, Pastel, Sage line 500 &1000

INTERESTS/ACCOMPLISHMENTS

Music, Internet surfing, cricket & soccer

Peer educator

A member of J.C.I