**Blessing**

**Female born 24/01/1993**

Blessing.343447@2freemail.com

**C/o- +971504973598**

**Summary of skills**

* One year experience as an Accounting Intern in a pharmaceutical company and as a Bookkeeper
* Experience as a Receptionist.
* Underwent Life Skills Training with Restless Development.
* Experience as a Merchandiser.
* Proficient in accounting fields; debtors, creditors, costing and cash book.
* Proficient in excel, power point and word.
* Fluent in English, Ndebele and Shona

**Relevant Experience**

**Goodfellas Pub**

*Part Time Book-Keeper 15 October 2016 till to date*

* Management of petty cash transactions
* Preparation of statutory accounts
* Preparing spreadsheets
* Preparing reconciliations
* Preparations of financial reports
* Doing audits and stock counts

**Nestle Zimbabwe**

*Merchandiser 01 July 2016 till to date*

* Interacting with shoppers.
* Making sales order with outlets Buyers.
* Analysing past sales trends to anticipate future product needs.
* Stock counts.
* Assisting with promotions and advertising campaigns.
* Making sure the products are visible, accessible and available for shoppers.
* Creating the perfect picture that appeals to shoppers.

**Datlabs (Pvt) Ltd**

*Accounting Intern Sept 2014 – Aug 2015*

During my one year period I was involved in four departments, namely: cashbook, debtors, creditors and costing.

* Maintaining Debtors’ Ledger and Creditors’ Ledger
* Preparing reconciliations
* Capturing invoices
* Allocating payments to creditors’ accounts
* Daily electronic payments
* Preparing the daily debtors age
* Opening new accounts and doing trade referencing
* Preparing cost sheets
* Preparing variance reports
* Preparing journals
* Receipting and doing other duties of a cashier
* Reconciling petty cash
* Facilitating customer satisfaction
* Downloading bank statements.

**Dispute Resolution Consultancy**

*Receptionist Nov 2013 – August 2014*

* Filling
* Remitting Zimra returns and NSSA.
* Answering phone calls
* Doing other admin jobs like ordering supplies, photocopying and sending emails.
* Preparing spreadsheets.
* Greeting and helping with customer inquiries.
* Receipting

**Education**

* 2016 National University of Science and Technology, holder of an **Honours Degree in Accounting**
* 2016 Restless Development, Certificate in Life Skills Training
* 2011 Bulawayo Adventist High School, 2 Advanced level Passes
* 2009 Bulawayo Adventist High School, 9 Ordinary Level (including Maths, English & Science)

**Interests and activities**

* Playing tennis
* Reading
* Watching reality shows and talk shows