CURRICULUM VITAE

SHELTON

Nationality:Zimbabwean

Gender: Male

Date of birth: 21 October 1991

Languages:English and Shona

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CAREER OBJECTIVE

To work in a dynamic environment that gives room for innovation and specialisation. I also desire a working environment that is characterised by continuous learning and that is adventurous.

PERSONAL ATTRIBUTES

* Self-motivated individual who is results driven coupled with innovation and creativity.
* Dynamic, focused, enthusiastic and results oriented individual who enjoys challenges.
* Able to work independently under pressure at minimum supervision and meets deadlines and enjoys team work.
* Strong analytical and conceptual skills, integrity and high work standards.
* Strong interpersonal communication and negotiation skills in achieving results.
* Able to create harmonious work environment and work within a multi-cultural context and difficult operating environment.
* Able to co-operate and co-ordinate with other units.
* Strong writing and communication skills.

EDUCATION

* Bachelor of Commerce (Hons) Degree in Accounting - (Midlands State University)

Period of Study: July 2011 – June 2015

Degree Class: 2.1

* 8 O levels including Mathematics and English
* 3 A level subject including Economics, Accounting and Business studies

RESEARCH

* Final year project/Dissertation

Project Title: Factors affecting the equity share price*. A case study of NMB Bank Pvt Ltd.*

EMPLOYMENT HISTORY

1. NEW HORIZON COLLEGE

**Period *:*** *November*2010 – June 2011

**Designation**: Temporary teacher

 DUTIES

Teaching ordinary standard level;

* Accounting
* Commerce.
1. Delta Lagers Pvt Ltd

Period : September 2013 to August 2014

Position : Accounting clerk

 DUTIES

* Data capturing.
* Banking (daily banking and transfers).
* Debt management and collection (calling debtors and follow up on debts).
* Bank reconciliation.
* Writing reports.
* Preparation of accounts.
1. FARM PRIDE PVT LTD

Period: January 2016 to November 2016

Position : Accountant

DUTIES

* Posting cash payments and deposit daily cash.
* Prepare accounting records, including financial statements and other Financial reports, to assess accuracy, completeness, and conformance
* Maintaining accounting databases by entering data into the computer.
* Establishing records of accounts and input entries into proper accounts.
* Documenting and ensure proper keeping of financial records
* Preparing forms and manuals for accounting and bookkeeping personnel
* Conducting Monthly Stock take
* Accounts Receivable:
* Entering invoices in computer system
* Open file on a monthly basis.
* Applying/posting cash payments.
* Make daily cash deposits and recording

SKILLS SUMMARY

* Microsoft Office packages
* PASTEL
* SAP
* SYSPRO
* Analytical, reporting and writing skills

HOBIES

* PREACHING THE WORD OF GOD
* WATCHING AND PLAYING CRICKET AND FOOTBALL
* READING