**Richard**

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**Personal Profile**

24 year old Accounting graduate with Industrial attachment experience at ZSE listed RioZim’ Empress Refinery. A self-starter and team player guided by integrity and strong ethics*.*

**Education**

*Feb. 12 - Nov. 15* MIDLANDS STATE UNIVERSITY

*B.Com Accounting Honours Degree***[2.1]**

* Financial Reporting, Financial Management, Cost Accounting and Control.
* Auditing and C.A.A.T.
* Taxation,Business Law and Public Sector Finance.
* Industrial Placement year and Final year dissertation.

*Nov. 10* FLETCHER HIGH SCHOOL

GCE A Level: *Accounting* ***(A)****, Mathematics* ***(C)****,Business Studies* ***(A)***

**Work Experience**

*Jan.14- Mar.15* RioTinto / RioZim Ltd.Empress Nickel Refinery.

*Accounts and Administration Intern*

* Handled petty cash and performed daily cash counts and cash reconciliations.
* Processed transactions in the ERP *(AP, Cash Book, GL and Reports modules).*
* Assisted Internal and External Audit staff during Financial and Compliance audits.
* Extracted Intercompany Accounts from the ERP and prepared Intercompany-reconciliations with Head Office and other operational units of the group.
* Extracted VAT INPUT account from the ERP and processed the physical Tax file sent to the Tax Authorities for tax refunds.

**Key Skills**

Technical skills — Preparation of Internal and External accounting reports.

* Working knowledge of International Accounting Standards (IAS), Financial Reporting

Standards (IFRS) and Standards of Auditing (ISA).

Communication — Ability to generate concise reports for management and externalbriefing.

* Learnt different methods of communication by interacting with staff, stakeholders andother members of community from diverse backgrounds.
* Developed essential skills such as active listening, attention to detail and persuading.

Computer Skills — Comfortable with Windows OS, Mac OS, Linux-Ubuntu.

* Highly computer literate with experience across general office and specialist software packages*. (SYSPRO, Pastel, SAP, Word, Excel, PowerPoint, Lotus 1-2-3).*

Analytical — Benefit of statistical background combined with practicalexperience.

* Keen attention to detail ensures accurate and thorough analysis.

Languages — Fluent English and Shona.

* Basic knowledge of French and Ndebele, keen to develop further.

**Achievements**

* Successfully introduced and implemented *“e-filing”* of all relevant accounting documentation at ENR.
* Lucratively negotiated with local SME's and facilitated the disposal of various items of process scrap *(e.g. used Coal fines from the smelter, excess oxygen and various scrap metals from the process).*
* Awarded the *"Safe Worker"* award after the interviews and surveys conducted by external Systems auditors’i.r.othe *ISO45001/ OHSAS18001* QMS implemented atENR.

**Leadership and positions of Responsibility**

* *2015* : Club President Toastmasters Club at Midlands State University.
* *2009-2010* : Senior Prefect, Fletcher High School.

: President; Toastmasters Club at Fletcher High School.

: Public Relations Officer; Young Christian Students Club.

: School Magazine Editor.

**Hobbies and Interests**

* Creative copywriting, amateur programming and development.
* Liverpool FC.
* Collecting rare notes, silver certificates and coins.

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