****

**ROSELYN**

[**ROSELYN.347344@2freemail.com**](mailto:ROSELYN.347344@2freemail.com)

**CAREER OBJECTIVES**

Deadline-oriented Accounting professional with many years experience positively impacting corporate performance through timely monthly and annual financial reporting .Results-driven practitioner reputable for delivering according to expectations.Dynamic team player, capable of building relationships at every level to ensure the achievement of business goals. Not afraid to take on new challenges. Exposed to multicultural working environment.

**VALUE PROPOSITIONS**

Excellence, Respect, Integrity, Courage and Selfless Service

**PROFESSIONAL EXPERIENCE**

**Olivine Industries (Pvt) Ltd, Harare, Zimbabwe** **1 July 2007- 31 Dec 2016**

Leading manufacturer of fastmoving consumer goods and is a part of an agribusiness group which is ranked amongst the largest listed companies by market capitalisation on the Singapore Exchange with a global presence of 41 countries.

**Treasury Accountant (Jan 2009- Dec 2016)**

Finance Team leader responsible for cashflow management function, general ledger management and statutory reporting.

**Highlights**

* Led the treasury function. Facilitated the document assembling and submission of bank facilities from 5 of our bankers.The facilities assisted in increasing our working capital base.
* I designed the petty cash reimbursement system, incorporating internal controls to prevent loss of cash from the business.
* I authorized and monitored the use of petty cash and advised the use of electronic transfer system in instances where the funds exceeded the threshold.
* Obtained the tax clearance certificateafter every quarter which is issued by the Tax Authorities when the company is tax compliant.
* I prepared quarterly cashflow forecast and monitored expenditure and did analyses of forecast versus actual expenditure and prepared weekly management reports.
* I managed the Paynet money transmission system. I ensured that authorization levels were adhered to and no errors in terms of the beneficiary’s bank details.
* I was responsible for interest and debt analysis, with provision of relevant information and reports for management’s use.
* Preparation of monthly financial statements and the Holding company reporting pack
* I liaised with external auditors on accounting issues and provided responses to queries raised.
* Compiled the annual budget
* Preparation of departmental quality reports in line with the Quality Management System.

**Financial Enhancements**

* Worked with other team members in order to achieve monthly reporting deadline set even after the department had lost 3 team members.

**Awards and Recognition**

* Designedreports which enhanced the efficiency of monthly reporting.

**Financial Accountant (Jul 2007- Dec 2008)**

Supported financial decision-making information by collecting, analyzing, investigating, and reporting financial data in accordance with IFRS (International Financial Reporting standards).

**Highlights**

* Prepared monthly statements by collecting data; analyzing and investigating variances; summarizing data, information, and trends. This was in accordance with IFRS standards.
* Prepared statutory quarterly and annual payments and reconciliations
* Computation of debtors’ rebates
* Preparation of ZIMRA statutory Tax payments and reconciliations
* I assisted with investment portfolio management for the money market securities.
* Prepared special reports by studying variances; preparing budgets; developing forecasts.
* Provided financial advice by studying operational issues; applying financial principles and practices; developing recommendations.

**Innscor Africa Limited (July 2004- June 2007)**

The principal activities of the Group include the provision of fast food services, the production and selling of biological assets and the manufacture and selling of household commodities.

**Assistant Audit Manager (October2006–June 2007)**

Lead team of 6 internal auditors, supervising,monitoring and appraising the work of Seniors, Semi-Seniors and Audit Assistants.Iprepared the annual Group Audit Plan for the different sectors of the group of companies.

**Highlights**

* Led an audit team in a regional internal audit for 2 sectors of the group of companies.
* Conducted training and performance assessments for the auditors.

**Financial Enhancements**

* Prepared audit plans which had a reduction in chargeable time of 20%.

**Auditor in Charge (June 2004-September 2006)**

Led audit team in conducting internal audits for various companies with the Innscor group of companies.

**Highlights**

* Performed business risk analyses in order to advise the business on potential risks.
* Evaluated systems and advised on improvements to obtain more efficient systems
* Liaised with Management of auditees in the audit process.
* Ensured compliance with established internal control procedures by examining records, reports, operating practices and documentation.
* Presented audit reports to Management on audit findings, highlighting weaknesses, opportunities, strengths threats and highlighting improvements.

**Financial Enhancements**

* Efficient planning and performance of audit work resulted in 100% acceptance of audit recommendations for the audits performed

**Awards and Recognitions**

* Received an award for the best internal audit report in 2005 on an audit performed on one of the retail companies.

**Ernst and Young (January 2000- June 2004)**

Global leader in assurance and Advisory Business, Entrepreneurial services, Tax corporate and Finance Management Consultancy Services

**Auditor in Charge (April 2003 -June 2004)**

Led audit team in conducting external audits for various companies with different sectors, manufacturing, retail, banking and non- Governmental Organisations(NGO).

**Highlights**

* Performed business risk analyses in order to advise the business on potential risks.
* Prepared draft financial accounts for auditees.
* Extensive experience was gained through advising the client on appropriate adjusting journals required and discussing and resolving any contentious accounting issues with the client
* Evaluated systems and advised on improvements to obtain more efficient systems
* Liaised with Management of auditees in the audit process.
* Ensured compliance with established internal control procedures by examining records, reports, operating practices and documentation.
* Presented audit reports to Management on audit findings, highlighting weaknesses, opportunities, strengths threats and highlighting improvements.

**Auditor and Audit Assistant (Jan 2000-March 2003)**

Enrolledfor articles of clerkship trainingfor a period of 3 years.

**Highlights**

* I learnt how to evaluate accounting systems using flow charts and appreciate the compliance and substantive procedures performed when verifying work on client systems, thereby gaining an insight on clients' businesses.
* Practical understanding of books of prime entry, control accounts and ledgers was enhanced when tracing journal entries through the system in assessing both accuracy and adequacy.

**EDUCATION**

**Master of Business Administration**: University of Zimbabwe, Harare, Zimbabwe

**Bachelor of Commerce (Accounting):**Rhodes University,Grahamstown,South Africa

**ACCA Affiliate**: 2 Central Quay, 89 Hydepark Street, Glasgow G3 8BW, United Kingdom

**IT SKILLS**

 Well versed in MS Office Suite (Word, Excel. PowerPoint), Internet & E-mail Applications

 In depth knowledge of ERP SAGE line 1000 accounting package

 Skilled in operating various office equipment (Fax, Copier, Scanner)

**LANGUAGES**

English  Shona