

**Kennedy**

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**Career Objectives:**

To be a successful and competitive professional individual and disseminator within an environment that promotes growth and recognizes good work.

**Skills and Personal Attributes:**

Ability to work under pressure with minimum supervision

Good team player with excellent communication skills

I am creative, innovative and very flexible to changes

I am also a fast learner with desire to learn more

I am hardworking, honest and reliable

**Professional Qualification:**

(ACCA)The Association of Chartered Certified Accountants (Certified Accounting Technician),2007

Modules/Courses Done**:** Recording Financial Transactions; Information for Management

Control; Maintaining Financial Records; Accounting for Costs; Managing People and

Systems; Drafting Financial Statements; Planning, Control and Performance

Management; Implementing Audit Procedures; Managing Finances

**Cisco IT Essentials, St George’s College,2016**

Hardware and Software

**Educational Qualification:**

5 GSE Ordinary Levels

**Current studies:**

ACCA Certificate in International Auditing

**Relevant Training:**

Government Accounting II,Government Of Zimbabwe

Public Service Office Procedures I,Government Of Zimbabwe

(ICDL): International Computer Driving Licence: Basic concepts of IT; Managing files;

Microsoft Word; Microsoft Excel; Microsoft Access; Microsoft PowerPoint& Microsoft

Outlook (email & internet)

Pastel Partner 2007 Basic V9.1.4, Partner 2007 Advanced V9 1.3

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**Professional Experience:**

**National Archives of Zimbabwe July 2014 to December 2016**

**Assistant Accountant** Duties inter alia:

Performing PFMS (Public Financial Management Systems) duties;

* Posting financial transactions, cashbooks and subsidiary ledgers to General ledger and updating books of accounts
* Receipting of Monies, selling and promotion of prints and publications
* Assist with management of accounts payable, accounts receivables, fleet management and asset management
* Preparation of acquittals
* Parking invoices, travelling& subsistence and advances
* Releasing of purchase orders
* Prepare monthly financial reports to provide relevant and timely information to the Chief accountant
* Monitor monthly expenditure against budgets and perform variance analysis
* Preparing all departmental end of year financial reports
* Preparation of annual budget forecasts
* Prepare statutory returns e.g. Disallowances, Surcharge, Treasury Orders,

Temporary deposits, Audit Surcharge, Outstanding revenue, loans written-off

* Preparation of appropriation accounts
* Preparation of detailed monthly expenditure reports
* Participate in work plan development and performance review procedures as required
* Parking of salaries, Preparing Pay Change report forms and reconciling payroll transaction reports
* Processing of virements and release cuts
* Entering transactions into the commitment control register
* Issuing stamps and balancing of the date stamp register
* Assisting the auditors during audit process and manage the instigation of report
* Providing custody of cash and imprest and effecting payments
* Providing custody for accounting records and documentation
* Any other duties delegated by accountant  **Office of the Chief Government Mining Engineer Dec 2011-June 2014**

**Assistant Accountant**

Duties: The same as above

**Ministry of Public Service Sept 2009– Dec 2011 Assistant Internal Auditor** Duties inter alia:

* Verifying whether cash book is properly maintained and that monthly reconciliations are done
* Verifying whether all revenue is properly accounted for
* Obtaining satisfaction that transactions are properly recorded in the remittances registers
* Verifying whether cash on hand tallies with unbanked receipts
* Ascertaining that recoveries have been collected and receipted in compliance with treasury instructions
* Carrying out special investigations within and outside the ministry
* Verifying whether the amenities fund is maintained and used as per regulations and constitution
* Determining whether travelling and subsistence allowances were being paid and recovered in accordance regulations
* Obtaining satisfaction that procurement procedures are followed
* Obtaining satisfaction that there is proper accountability of materials in stores
* Verifying whether there is proper accountability of assets
* Verifying whether there is proper control of vehicles
* Verifying whether there is proper control of telephones
* Establishing whether proper records are being maintained to account for all rent schedules
* Obtaining satisfaction that there is proper security and custody of security items
* Ascertaining whether appointments are done in accordance with regulations ▪ Preparation of the Audit report

**Mintech Automation (Pvt) Ltd March 2007– May2009**

**Accounts and Administration clerk** Duties inter alia:

* Maintaining the cash book
* Maintaining the asset register
* Bank reconciliations
* Creditors and debtors control
* Freighting and shipping administration
* General office administration functions
* Stock Control