Precious

[Precious.362286@2freemail.com](mailto:Precious.362286@2freemail.com)

Accounting and Business

Diploma in Accounting and Business (ACCA)

Metallurgical Engineer

Bachelor of Science Engineering Honours Degree in Metallurgy

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**Career Objectives**

* To become a world class leader in my area of expertise
* To utilize the unique blend of metallurgical and financial skills along with essential transferable skills to effectively contribute, add value and grow professionally.

**Education/Professional Development:**

* Diploma in Accounting and Business - ACCA
* BSc. Engineering Honours Degree in Metallurgy – University of Zimbabwe, 2010
* 3 GCSE Advanced Level passes – 2004
* 10 GCSE Ordinary Level passes - 2002

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**Employment History**

1. **Company: Franlink Consultants**

**Position: Assistant Accountant/ Auditor**

**Period: March 2016 – February 2017**

**Duties and Responsibilities**

* Assist with month-end financial reports
* Budgets and budgetary controls
* Control Accounts reconciliations
* Interns supervision, monitoring and working papers review
* Assist with client audit planning
* Preliminary Audit reviews
* Preliminary Audit report drafting for review
* Client audit file preparation and presentation for review
* Inventory management for both physical and system perpetual balances and reconciliations
* Debtors and Creditors control

1. **Company: Franlink Consultants**

**Position: Trainee Accountant/ Auditor**

**Period: September 2015 – February 2016**

**Duties and Responsibilities**

* Client audit file maintenance
* Field work papers compilations for reviews and authorization
* Preliminary Report to management drafting
* Periodic tax returns filing with the tax authorities
* Bank/cash book maintenance and reconciliations
* Petty cash and register maintenance
* Creditors controls and remittances preparation
* Creditors reconciliations
* Internal and client inventory management
* Journals preparations, register maintenance and systems posting
* Assets register maintenance

1. **Company: Redcliff Castables**

**Position: Technical Manager**

**Period: April 2012 - August 2015**

**Duties and Responsibilities**

* Production Management
* Plant and new product development projects
* Raw materials laboratory testing and qualification
* Laboratory testing of products to ensure conformity to standards
* Development and maintenance of Quality Assurance Systems
* Monitoring the implementation and maintenance of Occupational Safety, Health and Environmental management programs
* Sales and Technical Liaison
* Provide product and metallurgical knowledge backup to customers  
  with respect to their individual industries
* Maintain existing client base relationships, ensuring that their  
  individual/specific  requirements are continuously met

1. **Company: Redcliff Castables**

**Position: Metallurgist**

**Period: March 2011- April 2012**

**Duties and Responsibilities**

* Responding to customer queries and suggest alternative solutions  
  based on sound field and product experience
* Setting Up new appointments and grow the existing customer base
* Offering service, backup as well as relevant field knowledge/training where required
* Interfacing between customers and Head Office ensuring the best  
  solution/product is offered to clients
* Preparation of reports to the General Manager
* Generation of various reports as required by Sales, field trips, investigations or findings

1. **Company: Innscor Africa Fast Foods Retail Division**

**Position: Shop Manager**

**Period: January 2009 – January 2010**

**Duties and Responsibilities**

* Managing the branch human resources
* Devising and implementing strategies to foster customer loyalty
* Ensuring profitability within set gross profit margins
* Attending strategic meetings on matters affecting the business
* Ensuring the safe custody of assets at the branch
* Ensuring adequate stock cover to avoid stock outs
* Authorizing inter branch stock transfers
* Reviewing daily stock counts and handling of stock variances
* Reviewing daily sales control reconciliations
* Ensuring timely banking of daily turnover and the maintenance of adequate documentation

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**Experience**

* Financial reports
* Financial management
* Auditing
* 4+ years of management
* Project Management
* new product and plant development
* formulation, introduction and implementation of Health and Safety and Environmental Management policies
* overseeing the continuity of the projects

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**Personal Details**

Date of Birth: 18 September, 1985

Sex: Female

Nationality:Zimbabwean

Marital Status:Married

Languages: English, Shona

Driving Licence:Class 4 (Light motor vehicles)

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**Individual attributes**

* Excellent communication and analytical skills
* Ability to work in a fast paced environment with a good eye for detail
* Efficient team player with a ‘can do’ attitude
* Committed to hard work and intensive study

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