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| PERSONAL INFORMATION | KUDZAI KUDZAI.367426@2freemail.com  |
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| personal statement | I am a young lady looking to secure a challenging role where skills, knowledge and previous experience can be applied and further professional development achieved. I have exceptional interpersonal skills, loyal, fast learner, self-motivated, able to work under pressure with minimum or no supervision. I am a visionary who aspires to be a chartered financial analyst.  |

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| WORK EXPERIENCE |   |

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|  (April 2016-date) (January2016-July 2016)  |

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| **Accounting assistant** |  |
| **Brand-Agro (Pvt) Lt** | **d, Chegutu, Zimbabwe** |

* Pastel partner
* Submission of statutory returns
* Bellina payroll
* Bank reconciliations
* Creditor reconciliations
* Debtor reconciliations
* Petty and cashbook management
* Invoicing
* Compilation of weekly, monthly, net asset value and board pack reports
* Budgetary control
* Compilation of management accounts-  trial balance, statement of comprehensive income, statement of financial position, cash-flow statement
* Oral and written presentations

Business sector: Agriculture-,Poultry contract farming (AECF grant)**Voluntary Peer Educator** **Restless Development Zimbabwe: EU funding, Egmont Trust fund*** Project identification and management
* Preparation of event budgets, monitoring and evaluation of the youth empowerment programs.
* Conduct sessions on sexual reproductive health and rights, livelihoods and civic participation and leadership
* Conduct parent youth forums
* Condom distribution and establishment of youth clubs

Business sector- Social and economic interventions |
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| EDUCATION AND TRAINING |   |

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|  (2011-2015)  (2009-2010)   (2005-2008)  | Barchelor of Commerce honours degree in Finance from the National University of Science and Technology, Bulawayo, Zimbabwe**Advance Level** (ZIMSEC)- Matopo High SchoolMathematicsEconomicsAccountingBusiness StudiesEnglish & communication skills**Ordinary Level** (ZIMSEC)- Inyanda Secondary SchoolMathematicsNdebeleIntergrated ScienceBiologyLiterature in EnglishEnglish LanguagePrinciples of AccountsFashion and FabricsGeographyPhysical Science( Chemistry& Physics)History | 2.1 classificationCCBB 3 A A A B B B B B B B  B D  |
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| PERSONAL SKILLS |   |

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| Mother tongue(s) | Ndebele and Shona |
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| Other language(s) | UNDERSTANDING  | SPEAKING  | WRITING  |
| Listening  | Reading  | Spoken interaction  | Spoken production  |  |
| English language | C2 | C2 | C2 | C2 | C2 |
|  | ZIMSEC Ordinary & Advanced Level ie B and 3 respectively |
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| Communication skills | * good communication skills gained throughout my life, as a child, student, VPE at Restless Development(diverse backgrounds), work meeting people from all walks of life
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| Digital competence | SELF-ASSESSMENT |
| Information processing | Communication | Content creation | Safety | Problem solving |
|  | Independent user | Proficient user | Basic user | Independent user | Independent user |
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|  | Introduction to Information Technology and Introduction to Information Systems |
|  | * good command of office suite (word processor, spread sheet, presentation software)- This skill was mainly elevated when l did the above mentioned courses while studying towards my Bachelor of Commerce honours degree in Finance
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| Other skills | * Dress making- Zimbabwe School Examination Council (Ordinary Level)
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| Driving licence | Valid class four driver’s licence |

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| ADDITIONAL INFORMATION |   |

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| Honours and awardsCourses | * European Union funded Restless Development Voluntary Peer Educator (Jan-July 2016)
* MARS-Basic Accident and emergency care course
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| ANNEXES |   |

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|  | The following shall be availed as per request* copies of degrees and qualifications;
* testimonial of employment or work placement;
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