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| PERSONAL INFORMATION | KUDZAI  [KUDZAI.367426@2freemail.com](mailto: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) | |  |  | | --- | --- | | **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 School  Mathematics  Economics  Accounting  Business Studies  English & communication skills  **Ordinary Level** (ZIMSEC)- Inyanda Secondary School  Mathematics  Ndebele  Intergrated Science  Biology  Literature in English  English Language  Principles of Accounts  Fashion and Fabrics  Geography  Physical Science( Chemistry& Physics)  History | 2.1 classification  C  C  B  B  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 awards  Courses | * 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; |