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**Mufaro**

**Mufaro.373454@2freemail.com**

Seeking assignments in **BANKING AND FINANCE.**

A highly motivated graduate, passionate about succeeding, enjoys taking new challenges and keeping up the standard. Experienced in finance, accounting, manufacturing, automotive and fuel industry, very good with interpersonal skills, presentations skills, high computer literacy and a good work to output ratio**.**

PROFILE SUMMARY

To gain adequate exposure in Finance and Investment banking so as to fully develop my skills, knowledge and experience, and to be able to deliver new and different services and solutions to clients, business partners and the community.

OBJECTIVE

CORE COMPETENCES

**Corporate Banking:** Responsible for monitoring bank accounts, receipting clients, processing payments, checking transaction processes and follow up. Handling cash and reconciling to the cash book. Periodically making bank reconciliations and submitting to the head office for balance checks and progress checks.

**Asset Management:** Maintaining and updating asset register**.** Calculating depreciation on movable and immovable assets. Processing purchase requisitions, sourcing best quotations, updating the general ledger and the reporting.

**Tax Returns:** Efficient in preparing monthly VAT (Value Added Tax) returns for all business units, preparing payments as reported by the sales input & output and Consolidating to the main account. Meeting the stipulated deadlines by the governing authorities.

**Inventory Control:** Updating inventory system controls. Notifying the relevant authorities on possible inventory floors and caps thus maintaining optimal levels. Dispatching supplies to various departments according to specific authorized orders. Applying costing techniques on inventory registers.

**Financial Management:** Preparing monthly financial statements, projects budgets and review. Preparation of cash flow projections and business plans. Doing Project feasibility and investment analysis. Investigating financial queries and advising the authority on areas of concern.

**Debtors/Creditors Mgt:** Processing all payments to local suppliers via RTGS. Maintaining the creditor’s cashbook, doing prepayments and reconciliations. Capturing payments from clients in daily cash books, issuing out receipts and updating the debtors’ accounts. Follow up on overly outstanding debt.

**Office Administration:** Monitoring and supervision of subordinates. Making sure the company premises are kept up to standard. Conducting in-house training courses for the training of subordinates.

**RELEVANT COURSES**

* Accounting
* Risk Analysis
* Treasury Management
* Financial Mathematics/ Markets
* Institutional Investment Analysis
* Corporate Finance

**INFORMATION SYSTEMS LITERACY**

|  |  |
| --- | --- |
| SKILL  | RATING OUT OF 5  |
| Pastel Evolution  |   |
| Financial Modelling  |   |
| Sage Line 500  |   |
| Pinnacle  |   |
| Microsoft Execel, Powerpoint etc |   |
| E-Views  |  |

|  |  |
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| PROFESSIONAL EXPERIENCE  |   |

* **Tongaat Hulett Zimbabwe (THZ)**

1 year Placement Feb`2013

Positioned as a Finance Attachee

( Tongaat Hullet is the leading sugar producing giant in Southern Africa)

* **Romsdale Investments**

December 2014 – October2015

Positioned as Debtors Assistant Accountant

(leading Cotton Ginnery Plant in the Southern Part of Zimbabwe)

* **Croco Motors**

November 2015 – March 2017

Positoned as Assistant Accountant – Chiredzi Operations

( Leading brand in the Automobile Industry, vehicle sales, repairs and real estate ventures)

* **Brewpace Enterprises**

May 2017 – To Date

Positioned as Real Estate Sales Agent

( Mid-level company with properties in the city of Harare commercial and residential)

EDUCATIONAL QUALIFICATIONS

National University of Science and Technology

(NUST) (2010 – 2014) **Bachelor of Commerce Honours Degree in Finance**

Zimbabwe School Examinations Council (ZIMSEC)

Terry Goss High School - Advanced Level (2008 - 2009)

 **Attained 10 points – Economics B, Management of Business C, Geography C**

Zimbabwe School Examinations Council ( ZIMSEC)

Terry Goss High School Ordinary Level (2004 – 2007)

**Passed 9 subjects including Mathematics, Science and English Language**

PERSONAL DETAILS

Sex : Male

Nationality : Zimbabwean

Date of Birth : 27 September 1991

Marital status : Single

Languages : English :

Visa Status : Visit Visa

REFERENCES

Upon Request