**EVELYN MBA, FCCA**

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***CAREER OBJECTIVE***

I am seeking a challenging position in an organisation that has a developed corporate governance culture and offers opportunities for me to put to practice the broad academic and professional knowledge, complimented by my vast work experience to achieve the organisational goals.

***PROFESSIONAL PROFILE***

Commercially astute Chartered Accountant with more than 15 years of experience in financial analysis, strategic planning, financial business unit development, project implementation and system engineering strategies. With ability to successfully analyse an organisation's critical business requirements, identify deficiencies and potential opportunities, and develop innovative and cost-effective solutions for enhancing competitiveness by increasing revenues and consistently reducing expenditures and improving customer service offerings. Fully knowledgeable in aspects of finance, procurement, operations, facilities planning, human resource management, cost control and lasting business relationships to ensure goal-surpassing fiscal performance. Highly motivated personality with rare ability to grow organisations by focusing on analytical and financial execution while supporting long term strategic goals.

***AREAS OF EXPERTISE***

* Financial and management reporting, financial performance management, Cost Accounting, Profitability Analysis
* Business and Financial Modelling, Organisational reengineering, Investment plan development
* Strategic financial planning, Policy design and management, Risk management, Time Management
* Critical thinker, Audit Management and compliance, Good communication, Customer relations management
* Staff management and development, Best practice and Benchmarking, Quality Control, Crisis management
* Visionary, Business strategy, Alliances and partnerships, Leadership, Team building, Market identification

***SKILLS***

Good Communication, Professional, Creative, Organised, Versatile, Outgoing, Critical Thinking, Problem Solving and Team Building

***CAREER HIGHLIGHTS***

* Enhanced productivity by 50% - generated multidimensional reports, documenting business activities and streamlining yearly comparisons.
* Offered strategic guidance - undertook feasibility study on exposure, structuring standby finance facilities through banks, alleviating risks and advising committee on next steps resulting in 30% contribution towards profits.
* Reduced costs by 35%, removed operational inefficiencies, realigning organizational structures.

***CURRENT EMPLOYMENT***

**Consulting Services (Pty) Ltd ( Zimbabwe ) December 2014 - Present date**

**Consultant**

***Outstanding performance as a Consultant in Canada and Zimbabwe: -***

* Providing exceptional professional service in winning business plans.
* Preparing accounting financial statements.
* Guiding and leading clients in executing the accounting functions.
* Analysing and critical problem-solving for clients providing value adding solutions.
* Providing Corporate in-house training to clients and learning institutions in various disciplines.

 ***PREVIOUS EMPLOYMENT***

**Stodan LLC Health (Canada) September 2011- November 2014**

**Financial Controller**

***Outstanding performance at Stodan LLC Health Canada***

* Created a comprehensive financial business plan that optimized limited funding streams.

* Supported by cash management, implemented strategies that reduced interest rates, controlled costs and improved gross margin efficiencies generated the cash flow required to fund business developments efforts.
* Integrated fully computerized financial and operational systems that provided just -in-time cost analysis reporting and internal controls required to eliminate errors and reduce costs by 35%.
* Set Sales projections, economic forecasts and corporate budgets to support performance and revenue objectives.
* Managed Inventory controls that reduced overhead while maintaining quality standards of availability, delivery and turn-around time.
* Applied analysis and fiscal discipline to accounts receivables to reduce aging and maximise cash flow.
* Developed financial facilities with banking institutions to secure working capital and created investment strategies that generated the highest rate of return.
* Supervised and directed the work of accounting personnel in collecting, summarizing and interpreting costing and financial data, as well as, preparation of reports.

**Comloic (Pvt) Ltd (Zimbabwe )**

Exceptional performance resulted in being promoted as below: -

**General Manager December 2008 – August 2011**

**Finance and Administration Manager October 2005 - November 2008**

**Accountant May 2001 - September 2005**

 ***Outstanding performance at Comloic (Pvt) Ltd Zimbabwe: -***

* Grew company through a customer centric focus that incorporated a customer relationship management program that emphasized quality service, follow -up and retention.
* Consolidated major operational functions and functional responsibilities and established new operating controls to maximise margins and reduce overheads that saved $200,000 over a two-year period. Managed all operations of business with sales volumes of over $15million, maintaining solid profit margins and market share during a period of industry decline.
* Opened a new operational facility in an area where no appropriate physical building was available. Hired contractors and managed the build-out of an existing structure that required extensive retrofitting. Completed the project within time and budget constraints and further expanded organizational sales and profitability within the first year.
* Led with focus and urgency, establishing benchmarks for business growth and profitability based on industry measurements, best practices and historic data.
* Inspected and controlled policy, procedure and regulatory requirements to ensure compliance was ensured.
* Negotiated contracts and managed relationships with banks, vendors, contractors and all internal staff.
* Through business development, built strong sales teams that maintained consistent closing ratios as a result of effective coaching, feedback and open communication.
* Instituted regular review meetings to monitor actuals against projections and created new strategies and incentives to achieve plan.
* Grew brand certification for highest customer satisfaction.
* Overseeing the finance, Corporate Governance, and administration functions.
* Ensured overall business strategy, formulation and implementation.
* Ensured finance strategy, formulation and implementation.
* Prepared financial reports in compliance with International Financial Reporting Standards.
* Provision of internal controls, policies and system procedures services for the organization.
* Ensured robust financial management systems are operative.
* Fixed Assets management.
* Cost Accounting.
* Preparation of budgets, cash flow forecasts and ensuring financial planning.
* Inventory management and ensured pricing policies are adhered to.
* Tax planning management.
* Risk Management.
* Payroll Management.
* Human Resource Management.

**Combined Accounting Services (Pvt) Ltd (Zimbabwe) January 1997 - April 2001**

**Senior Accountant /Auditor**

***Outstanding performance at Combined Accounting Services (Pvt) Ltd Zimbabwe: -***

* Preparation of financial statements for companies in various industries.
* Provision of accounting, advisory and assurance services to clients in various sectors.
* Assist clients on finance function systems.
* Provision of effective tax planning services to clients.
* Working with company secretaries regarding clients` files.
* Training and mentoring junior staff.

***EDUCATION AND PROFESSIONAL QUALIFICATIONS***

* **2010**:             Admitted as Fellow Member Chartered Certified Accountant, ACCA (UK)
* **2007:**             Masters of Business Administration (MBA), Nottingham Trent University (UK)
* **2005:**             Admitted as a member of Chartered Certified Accountant, ACCA (UK)

***VISA STATUS***

 Visit visa .

***PERSONAL PROFILE***

Nationality:        Zimbabwe

Gender: Female

Availability:      Immediate

Software Packages: Microsoft office, Pastel, QuickBooks, SAP and VIP Payroll

Hobbies: Researching, outgoing and networking.

**REFERENCES**

References are available on request.