# Profile

* Part qualified ACCA
* Hard-working reliable person
* Ability to meet deadlines
* Experience in using accounting package Pastel
* Excellent communicator

# Experience

**Admin and Finance Officer**

## Zimbabwe Project Trust t/a Trust Academy November 2014– February 2017

* I have been an integral part of a busy Finance and Administration Department.
* **Main duties**: Preparation of accounts up to Balance Sheet, Monthly Bank reconciliations, Cashing up, processing payments including Statutory Returns.
* **Training course received**: Strategic Planning, Budgeting, and Administration.
* **Achievements:** I was selected to be part of the Strategic Planning meeting and was further nominated to be part of the Final Crack Team.

**Accounts Clerk -Cashier**

## Zimbabwe Project Trust t/a Trust Academy January 2014 – November 2014

* **Main duties**: Receipting of all customers, Effective billing, Monthly stock taking, maintaining customer accounts and Dealing with customers.
* **Training course received**: Detailed Pastel accounting and excellent customer service and effective communication.
* **Achievements:** Received a promotion to Admin and Finance Officer.

**Administration Clerk**

## Christotouch College March 2012 – July 2013

* I worked as a part of a team in the Accounts and Admin Department
* I was responsible for: managing purchase and sales ledger, posting data to Pastel, maintaining the asset register and assisting the management as required.
* Training course received: basic pastel accounting and customer service.

# Education

## ACCA Student professional level (Eleven exams passed) present

## BSc (Hon) Degree in Applied Accounting 2016

Oxford Brookes University

## Advanced Diploma in Accounting and Business 2015

Association of Chartered Certified Accountants

## Diploma in Accounting and Business 2012

Association of Chartered Certified Accountants

## A’ Level (Citma College, Harare) 2010

3 Passes in: Mathematics, Accounting and Business studies

## O’ Level (Nyashanu high School) 2007

9 Passes in: Mathematics, English, Principles of Accounts, Science, Geography, Commerce, History, Religious studies and Shona.

# Other skills and Interests

* Full Clean class four drivers license
* ICDL holder
* Can do Basic Graphic designing.
* In my spare time, I enjoy playing chess, watching soccer and reading articles.