|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | **CURRICULUM VITAE** |
| Name: | Maxwell  |
| Gender: | Male |
| Date of Birth: | 30/09/1992 |  |  |  |
| Nationality: | Zimbabwean |
| Email Address: | Maxwell-390435@2freemail.com  |
| Visa Status: | Residence Visa |
| Language: | English |
|  |  |
|  |  | **CAREER OBJECTIVE** |
|  |  |  |  |  |



Detail-oriented accountant seeks position at your company which will allow utilization of developed analytical and problem-solving skills as well as thorough understanding of popular tax and accounting software.

**Position Applied For: Accountant**

**PROFILE**

Disciplined and resourceful professional candidate with exceptional skills, flexible personality, and adaptability to new working environments. My work ethic is best portrayed in the following competency areas:

* Proficient in QuickBooks, Ceridian, and Microsoft Office products including Excel
* High degree of accuracy and attention to detail with the capacity to detect errors
* Excellent time-management skills with the ability to prioritize multiple tasks and responsibilities while meeting deadlines
* Participation in all levels of journal entry, month-end, and fiscal close processes
* Experience in processing payroll, accounts payable, accounts receivable, and cash receipt functions
* Reconciliation of general ledger reports and bank statements
* Preparation of financial statements for senior management
* Understanding of tax reporting and GAAP compliance requirements
* Strong written and oral communication skills
* Maintaining of a high level of discretion when dealing with confidential information
* Approaching assignments with a customer service mentality

**PROFESSIONAL EXPERIENCE**

1. **Administrative Assistant cum Accountant** at Edgars Zimbabwe (2010 to 2011)

**DUTIES AND RESPONSIBILITIES:**

* Provided telephone support and general office duties and administrative tasks.
* Processed payroll, accounts payable, accounts receivable, and cash receipt functions
* Used QuickBooks to generate reports and reconcile general ledger reports and bank statements
* Prepared weekly confidential sales reports for presentation to management.
* Managed the internal and external mail functions.
* Managed day-to-day transactions
* Recorded office expenditures and ensured expenses were within the set budget
* Assisted the finance department and senior accounting staff members with various tasks, including preparing budgets, records, and statements
* Posted daily receipts
1. **Student Welfare Officer** at Curtin University, International Division - Malaysia (2012 to 2014)

**DUTIES AND RESPONSIBILITIES:**



* Handling the EMS (Education Management System) efficiently, in a confidential manner,to process university applications, arrange Airport Reception Service and Student Visa Renewals or Cancellations.
* Providing knowledge about Prospectus, Scholarships and all other student queries.
* Maintaining knowledge of Course Structure and Fees for all degree and foundation programs.
* Arranging ARS Airport Reception Service for newly enrolled students, as well as securing their accommodation.
* Organizing International Student Events.
* Filing of Prospective Student Application Forms, Passports and other SOP documents.
1. **Assistant Tax Consultant** at BDO Tax and Advisory Services - Zimbabwe (January - June 2015)

**DUTIES AND RESPONSIBILITIES:**

* Primarily computing the tax exposure of clients and submitting the findings to ZIMRA (Zimbabwe Revenue Authority)
* Using Advanced MS Excel Formulas to compute Capital Gains Tax, Value Added Tax, and Stamp Duty Customs Duty.
* Keeping clients compliant with their overall tax obligations
* Conducting research on tax laws and GAAP compliance requirements
* Strategizing with clients to minimize tax liability
* Communicating with clients to explain tax issues
* Preparing tax returns

**4**. **Sales Associate** at Apparel Group (Skechers Brand) – United Arab Emirates (September 2015 to Present)

**DUTIES AND RESPONSIBILITIES:**



* Ensure high levels of customer satisfaction through excellent sales service
* Assess customer needs and provide assistance and information on product features
* Maintain in-stock and presentable condition assigned areas
* Remain knowledgeable on products offered and discuss available options
* Handle returns of merchandise
* Team up with co-workers to ensure proper customer service
* Build productive trust relationships with customers
* Comply with inventory control procedures
* Suggest ways to improve sales (e.g. planning marketing activities, changing the store’s Visual Merchandising)



**ACADEMIC QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YEAR** | **INSTITUTION** | **AWARD** |
|  |  |  |  |  |
|  | **2005-2010** | **Gateway High School** | **GCE A-Level certificate in Business Studies, Accounting,** |
|  |  |  | **Zimbabwe** | **Geography and Environmental Management** |
|  | **2011-2014** | **Curtin University -** | **Bachelor of Commerce (Accounting and** |
|  |  |  | **Malaysia** | **Entrepreneurship)** |

**ACHIEVEMENTS**

SAP Dashbard Design - Emerged 1stRunner Up in Malaysia SAP Dashboard Design Competition 2012

* English Public Speaking Experience- Top 100 bracket finish at Malaysia Debate Open 2013
* Customer Service - Mystery Shopper Audit Certificate for Excellence in Customer Service 2017
* Top 10 Salesman in Skechers UAE - Feb 2019