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|  | **SIMBARASHE****GWESU** |  |
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|  | **CONTACT**31 Abbort streetPaddonhurst, Harare, Zimbabwe+263 773 248 746 /+263 774 378 838simbagwesu@gmail.com**PERSONAL DETAILS**

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| --- | --- |
| **Date of Birth:** | 16 Nov 1982 |
| **Sex:** | Male |
| **National ID:** | 14-144578-Q-12 |
| **Marital Status:**  | Married |
| **Nationality:** | Zimbabwean |
|  |  |

**REFEREES**1. Mr O Chironda

(The Executive Director)My Age Zimbabwe Trust Charles Austin TheatreMasvingo+263 774 173 249 ochironda@gmail.com  1. Mr C Samutete

(The Human Resources Manager)ZIMRA ,Masvingo+263 712 441 2911. Mr E Nyamunokora

(The Deputy Head)Mutendi High SchoolP.O Bag 9101+263 772 568 669 |  | **PROFILE** |
|  |  |
|  | A highly organised and performance-driven Accounting professional with a extensive experience in fiscal operations,business administration,variance analysis and cost allocation. Equipped with more than 13 years of experience in the Accounting and Administration sector. A proactive self-starter, strong leader and critical decision maker who effectively motivates other employees, develops and maintains mutually beneficial internal and external relationships  |
| **LANGUAGES** |
|  |
| Fluent in English and Shona,Ndebele |
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| **HOBBIES** |
| * Volleyball, soccer, writing poems and short stories
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| **EDUCATIONAL QUALIFICATIONS** |
|  |
| * Master of Commerce in Applied Accounting-2021
* Bcom Accounting-Great Zimbabwe University (2020)
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| * Higher National Diploma in Accountancy– HEXCO - Bulawayo Poly -2006
* National Diploma in Accountancy – HEXCO - Gweru Poly [2004]
* ACCA(DIPLOMA)
* Institute of Certified Public Accountants (level 4)
* Diploma in Forensic Accounting (level 1.1)
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| **PROFFESSIONAL DEVELOPMENT TRAINING** |
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| * Sage Cloud Accounting. Pastel Partner V20 ,Pastel Evolution
* Microsoft word, Excel, and PowerPoint
* Pastel Payroll V20
* Quick Books
* SAP

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| **CAREER HISTORY** |
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| **EMPLOYER**  | **DUTIES** |
| Gids Martz Industrial SuppliersPost : Accountant/(General Manager)Period: October 2019-to present  | -Preparing accounts and tax returns-Administering payrolls and controlling income and expenditure-Auditing financial information-Compiling and presenting reports, budgets and financial statementsProviding tax planning services with reference to current legislation-Negotiating the terms of business deals and moves with clients and associated organisation-Meeting and interviewing clients-Managing colleagues, workload and deadlines |
| Mutendi High SchoolPost **:Accounts Clerk/Assistant Bursar**Period: January 2017-August 2019 | -Income and expenditure accounts-Budget preparation and budget control-Inventory control and updating asset registers-Creditors, Debtors management and statutory returns-Variance analysis-Cashbook update-Supervising 40 ancillary staff-Projects management-Oversee financial Audits of the organisation |
|  My Age Zimbabwe TrustPost **:Finance Officer**Period: July 2015- December 2016. | -Financial statement preparations-Preparation of statutory returns-Budgetary control-Cash disbursement and reconciliations-Preparing donor agreements and staff contracts-Ensure that all financial reporting is completed on time and submitted to donors.-Training and orientation to staff of cost efficient management |
| ZINARAPost **:Senior Cashier** Period :October 2010 – May 2015 | -Supervision of shift and tollgate staff-Planning and organising of shift and control usage of resources.-Attending to clients queries and grievances-Cash counts with cashiers and banking-Preparation of month end and annual reports-Management of security items and office records, resolve customer complaints-Maintain periodic sales reports and spreadsheets, management of daily cash accounts. |
| ZIMRAPost **:Senior Cashier** Period :March 2009 – September 2010 | -Receipting and banking of cash-Reconciliation of tickets sales and actual cash received-Safekeeping of security items-attending client queries and assisting them-weekly financial reports-supervision of shift staff**-** |
| MCG Construction and Engineering Post**: Finance and Administration Officer** Period **:**August 2007 – February 2009 | -Payroll preparation-Authorisation of leave application-Preparation of VAT and PAYE returns-Attending to employee grievances-Preparation of monthly accounts-Cashbook reconciliation |
| Romsdal Investments Post**:AccountsAssistant(Creditors)**Period **:**January 2007 – July 2007  | -Preparation of creditors reconciliation statements-Maintaining creditors control account-Maintaining petty cash-Liaising with creditors on payment dates/periods-Updating the cash book and bank reconciliation-Creditors payment |
| Zhembwe Accounting and Secretarial Services Post :**Student Intern** Period**:** January 2006 – December 2006 | -Preparation of VAT returns-Preparations of financial statements for both management and taxpayers-Preparation of NSSA returns-Preparation of QPDs and PAYE returns-Advising clients on good management of business. |