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|  | **SIMBARASHE**  **GWESU** | | | | | |  |
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|  | **CONTACT**  31 Abbort street  Paddonhurst,  Harare, Zimbabwe  +263 773 248 746 /+263 774 378 838  simbagwesu@gmail.com  **PERSONAL DETAILS**   |  |  | | --- | --- | | **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 Theatre  Masvingo  +263 774 173 249 ochironda@gmail.com     1. Mr C Samutete   (The Human Resources Manager)  ZIMRA ,Masvingo  +263 712 441 291   1. Mr E Nyamunokora   (The Deputy Head)  Mutendi High School  P.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** | | | | |
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| Fluent in English and Shona,Ndebele | | | | |
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| **HOBBIES** | | | | |
| * Volleyball, soccer, writing poems and short stories | | | | |
| **EDUCATIONAL QUALIFICATIONS** | | | | |
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| * Master of Commerce in Applied Accounting-2021 * Bcom Accounting-Great Zimbabwe University (2020) | |  | | |
| * 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) | |  | | |
|
| **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 Suppliers  Post : 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 statements  Providing 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 School  Post **: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 Trust  Post **: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 |
| ZINARA  Post **: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. |
| ZIMRA  Post **: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. |