

TAFADZWA .V MAZIVANGEI

(ACCOUNTING CLECK)

Experienced accounting professional with a strong foundation in financial analysis and reporting. Pays attention to detail and results-driven, adept at analyzing complex data and providing strategic insights. Committed to accuracy, efficiency, and contributing to the success of a company.

EDUCATION AND ACADEMIC BACKGROUND

ZIMSEC 'O' LEVEL (CYRENE HIGH) 2015

9 'O' Level passes

ZIMSEC 'A' LEVEL (BULAWAYO ADVENTIST HIGH)

3 'A' Level passes in Accounting, Economics and Business studies

NATIONAL FOUNDATION CERTIFICATE

Certificate in Bookkeeping

Certificate in Computer operations and packages

ACCOUNTING SOFTWARES

Knowledge in **Palladium** accounting software and Sage Pastel

BACHELOR OF COMMERCE ACCOUNTING HONORS DEGREE (AWAITING RESULTS) MIDLANDS STATE UNIVERSITY

EXPERIENCE

Accounts/Finance intern (Punchbowl SquishSqaush 2021)

Assisted with financial data analysis, report preparation, and reconciliations. Additionally, I supported the finance team in tasks such as invoice processing and expense tracking.

Accounting Assistant (JuicePark Bulk Fuel 2022)

responsibilities encompassed managing accounts receivable and payable, processing invoices, reconciling financial statements, inventory management and contributed to the development of streamlined administrative procedures.

CLASS 4 CLEAN DRIVERS LICENCE

Ability to speak 5 languages

(English, Ndebele ,Shona, Zulu ,Xhosa)

REFERENCES

PB FINANCE MANANGER

R. HANDOH (rhandoh@punchbowl.co.zw)

JP DIRECTOR

C. McCollisky (0772766848)



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