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# CURRICULUM VITAE

SHELOM K. JAMELA

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## ***PERSONAL DETAILS***

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Surname : Jamela  
Name : Shelom Ken  
Date of birth : 13 December 1989  
Sex : Male  
Identity number : 08- 2090323 L 54  
Marital status : Married  
Nationality : Zimbabwean  
Language : English, Ndebele  
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: [bspcars@gmail.com](mailto:bspcars@gmail.com)  
Drivers License : Class two(2) and Defensive driving

## ***ACADEMIC BACKGROUND***

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### **BACHELOR OF ACCOUNTING SCIENCE DEGREE (UNISA) 2009-2015**

I commenced my undergraduate studies in the field of accounting in 2009 with University of South Africa (UNISA) through their open distance education facility.

I completed my undergraduate studies in 2015. I intend on doing my Post Graduate Diploma studies i.e CTA Level 1 and Level 2 or ACCA soon.

## ZGCE ADVANCED LEVEL 2006 – 2007

I undertook my A Level studies at Mzingwane High School in Esigodini and passed all my Advanced level subjects.

## ZGCE ORDINARY LEVEL 2002 – 2005

I did my O Level studies in Mzingwane High School as well and managed to obtain 2As, 4Bs and 3Cs

## ***EMPLOYMENT HISTORY***

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### ***Scope Agriculture and Hardware ( Operations Manager) (February 2021- till present)***

My responsibilities include amongst others the following:

- bookkeeping
- Invoicing customers and suppliers, bank reconciliations, stock count, journals
- marketing of agricultural products and hardware, installations of glass and aluminium, water and solar products and steel products and PPC cement

### ***Visual Reflections – Accounts Clerk/ Supervisor (April 2020 - Jan 2021)***

My responsibilities include amongst others the following:

- bookkeeping
- pastel transactions
- sourcing clients for glass, aluminium and installations

### ***BSP Car Carriers – Operations Manager/ Truck driver (October 2012 – March 2020)***

My responsibilities includes amongst others the following:

- source out new clients and marketing
- pastel transactions
- make sure vehicles are delivered on time
- ensuring the safety of vehicles during transportation
- clearing cargo in Namibia, Botswana and Zimbabwe

### ***New Creation Life – Accounts Clerk (May 2018- December 2020)***

My responsibilities include amongst others the following:

- bookkeeping
- pastel transactions
- microsoft excel

***Tewsbury Industrial and Mining Supplies- Accounts Clerk( November 2017- Feb 2018)***

My responsibilities include amongst others the following:

- bookkeeping
- pastel transactions
- Invoicing customers and suppliers, bank reconciliations, stock count, journals
- marketing mining and industrial chemicals

***Infinity Power Solutions – Technical Advisor and Installer(October 2016 – January 2017)***

My responsibilities include amongst others the following:

- marketing bio gas digesters
- informing people on the knowledge and use of bio gas digesters
- installing bio gas digesters

***Old Mutual South Africa - Call Center Leader (July 2011- September 2012)***

I was working with Financial Advisors supplying them with clients that need Insurance and also

- sourcing out quality leads that need insurance
- supplying Financial Advisors with clients that require advise as well insurance
- preparing the books of the clients

***EMPLOYEMENT RELATED SKILLS***

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1. Computer literacy- Pastel Accounting, Excel, Microsoft office, ZIMRA software. Generally versatile around computers
2. Communication skills- Having experience in current business and having to develop essential communication skills both verbal and written.
3. Handling of pressure- Having experience to work under long hours both at Old Mutual and BSP.
4. A strong work ethic as evidenced from my discipline in my studies through open distance education while running the family business (BSP Car Carriers)

## ***CAREER OBJECTIVES***

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**Primary objective** – is to qualify as a Chartered Accountant (Z) specializing either in Taxation or Auditing or Financial Accounting.

**Immediate objective** – pursue relevant educational qualification with the view of the ultimate objective of being a CA(Z) hence my current qualifications to obtain articles and train towards being a CA(Z) with a recognized training institute.

## ***REFERENCES***

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