

CURRICULUM VITAE

1. PERSONAL DETAILS

Name:	Neo Natasha A. Ndhlovu
Date of birth:	28 May 1995
Gender:	Female
Contact number:	+263714452408/ +263772862259
Driver's licence:	Class 4
Email address:	neonatashaa@gmail.com

2. CAREER OBJECTIVE

I am seeking a competitive and challenging position which can enable me to utilize my professional skills in the area of accounting, finance and/ or auditing that will reward growth and career advancement in exchange for superior performance.

3. PROFESSIONAL EXPERIENCE

Name of company:	Corporate 24 Hospital Group
Period:	September 2021 to date
Position held:	Trainee Accountant
Duties and responsibilities:	

- Producing financial reports related to budgets, accounts payables, cashbooks and expenses
- Preparing financial statements in accordance with GAAP
- Internal controls
- Monitor the day to day financial operations
- Budget and budgetary controls
- Statutory compliance
- Fixed asset register
- Managing creditors
- Making payments to suppliers
- Reconciliations
- Preparing monthly management reports
- Ensuring regulatory and general compliance
- Mentoring the finance team
- Any other duties assigned by the CEO

Name of company: Ingwebu Breweries
Period: 2020 July to August 2021
Position held: Accounting officer
Duties and responsibilities:

- Maintaining updated debtors' accounts in the system
- Processing cashbooks daily
- Handling incoming payments
- Handling cash
- Receipting customers
- Settling salesman's routes, reconciling monies banked with stock delivered out and stock returned
- Handling drivers' shortages
- Reporting on daily banking

Name of company: Delta Beverages pvt ltd
Period: 2018 August to 2020 June
Position held: Accounting officer
Duties and responsibilities:

- Maintaining updated debtors' accounts in the system
- Compiling monthly debtors' reconciliations
- Processing suppliers' invoices and payments schedules
- Clearing prepayments and making follow ups on suppliers' long outstanding invoices
- Processing cashbooks daily
- Petty cash handling
- Creating purchase orders
- Stores issuing and receiving manually and in SAP
- Compiling weekly reports for management meetings
- Preparing monthly control accounts' reconciliations
- Compiling VAT schedules
- Parking and posting monthly journals
- Participating in daily, monthly and year end stock counts

Name of company: Zimbabwe Manpower Development Fund
Period: 2016 July to 2017 December
Position held: Accounting assistant
Duties and responsibilities:

- Making follow ups on due payments from debtors
- Maintaining updated debtors' accounts
- Making monthly debtors' reconciliations
- Cashbooks and petty cash processing
- Maintaining asset register
- Billing tenants and updating their accounts
- Processing suppliers' payments
- Preparing payments for STEM students
- Compiling weekly and monthly reports for management meetings

4. SKILLS AND PERSONAL ATTRIBUTES

Experience in SAP, Sage Evolution, HMS system and Dispenseware system
Competent on Microsoft office
Good communication skills
Self-starter and self-motivated
Paying attention to details
Analytical and have an inquiring mind
Honest, reliable, can work under pressure and under minimum supervision

5. EDUCATION

Institution [Date from – Date to]	Degree(s)/Diploma(s)/Certificate(s) obtained:
Lupane State University -2014 to 2018)	B Comm Hons Degree in Accounting and finance
Great Zimbabwe University (in progress)	M Comm in Professional accounting
CGI (<i>formerly known as CIS</i>) (in progress)	Part D
ACCA (in progress)	9 Modules
Luveve High School - 2011 to 2012	3 Advanced level passes
Luveve High School - 2008 to 2010	8 Ordinary level passes

6. HOBBIES AND INTERESTS

Playing snooker
Camping and travelling
Reading

7. REFERENCES

Mr D Makumbe Delta Beverages – Aspindale Finance and Admin Manager Cell: +263 772 839 347 d.makumbe@delta.co.zw	Mr N Mugumisi Lupane State University Department chairperson Cell: +263 717 110 117 mugumisin@gmail.com	Mr R Nyoni Ingwebu Breweries Accountant Cell: +263 738 580 324 renny@ingwebu.co.zw
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