

CURRICULUM VITAE FOR KURAI CLIFTON CHATAMBUDZA

Bachelor of Commerce Honors Degree in Accounting, NUST, ZIMBABWE

Address: 5972 Nkulumane, Bulawayo
Date of birth: 25 February 1997
Email address: kuraichats@gmail.com
Gender: Male
Id number: 08-900722 X 07
Languages: English, Shona and Ndebele
Marital status: Single
Mobile: +263784888076

PERSONAL PROFILE

A highly motivated, confident individual with exceptional multi-tasking and organizational skills. Able to exhibit confidentiality, discretion, diplomacy and professionalism. I am committed to providing a high quality service delivery to every task that I work on. Additionally I am able to establish, maintain and develop effective working relationships with clients, partners and colleagues.

SKILLS AND ATTRIBUTES

- Able to work independently with minimum of supervision
- Highly computer literate & ability to communicate fluently at all levels
- Effective time management skills to complete tasks in time
- Receptive to criticism, recommendations and requests from both peers and supervisors
- A team player with an enthusiastic attitude
- Having a natural drive with a loyal, strong, and proactive work ethic

EDUCATION

Bachelor of Commerce Honors Degree in Accounting at National university of Science and Technology (NUST)

CERTIFICATES

Degree in Accounting

Degree Class 2.1 (National University of Science and Technology 2021)

Ordinary Level Certificate

8 O level passes (Founders High School 2013)

Advanced Level Certificate

3 A Level passes (Mpopoma High School 2015)

Work Experience

Accounting intern

Company:

Zimbabwe Investment Authority

Period :

August 2019- July 2020

Duties and Responsibilities:

- Help prepare invoice and expenses
- Analyze financial data
- Perform research for budgeting and financial forecasting
- Check financial documents and journal entries for accuracy
- Administrative support

Computer Literacy

- Microsoft Word
- Microsoft Excel
- Basic pastel

References

Mrs. S Warima

NUST

0772903261

Mr. Nhamburo

Zimbabwe Investment

0772424226