

RUTH MOYO

SUMMARY

A creative and results-oriented personnel with an excellent service record. Builds, maintains, and improves a portfolio through rapport, strong relationship-building skills and excels at devising strategies for maximum work efficiency. Seasoned time management ability, planning, scheduling, and meeting deadlines. Driven to succeed and offer maximum valuable addition to a forward-thinking, diversified company with strong opportunities for progression.

PERSONAL INFORMATION

Date of birth: 13 March 1996,
Nationality: Zimbabwean
Gender : Female
Religion : Christianity

EXPERIENCE

LOAN OFFICER,NISSI GLOBAL LIMITED 12/2021-04/2022

- General file administration.
- Ensuring that monthly financial targets are met
- Chasing defaulters and making sure all payments are made
- Data capturing of all company information
- Compiling branch daily. Weekly, monthly reports
- Loan assessments and preapprovals
- Responsible for all daily banking at prescribed times
- Review file documentation for missing erroneous information

Administrator, Wildlife Conservation Action 09/2021

- prepare minutes of project meetings
- prepare all documentation for contract issuance
- liaise with project managers and other staff on day to day implementation of project activities
- Assist in preparing evaluation reports, update project files.
- Collect and analyze data, prepare and update briefs, records and other documents on project implementation and response
- Developed and executed digital marketing content
- Strategies and specializes in digital communication, and social media management.

Accountant, Adventist Dental Practice (Contract) , 11/2020 – 01/2021

CONTACT

Address: 1792 Emakhandeni, Bulawayo,
Zimbabwe

Phone: +263 784 011 549/ +263 719 820
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Email: moyoruth13@gmail.com

SKILLS

- Excellent analytical and logical reasoning skills translated from consumer insights
 - Excellent communication skills
Program administration
 - Computer literate (Microsoft packages)
 - SunPlus Systems (Accounting Software)
 - Wave Accounting (Accounting Software)
 - Administrative and Record keeping skills.
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- Statutory Payments
- Data capturing
- Administrative and Dental Practice Coordination
- Online Receipting and Order placement
- Daily Inventory Record Keeping

Accounting Intern , Zimbabwe East Union Conference April 2018-February 2019

- Scan and send memo's to various institutions
- Reconciliation of bank accounts to the ledger
- Compilation of expense reports
- Posting of journal vouchers
- Filing all self-posted journal listings
- Handling of petty cash

EDUCATION AND TRAINING

Bachelor of Business Administration (BBA) in Finance – Solusi University, Bulawayo, Zimbabwe.

Degree class: 2.1 [Upper Second Class]

REFERENCES

Accounting and Admin Officer: Sandra Garanowako

Nissi Global Limited

Cnr 11ave and George Silundika

Cell:+263 784 109 226

Business Manager: Primrose Ndlovu

Wildlife Conservation Action

NicozDiamond building Samora Machel, Harare

Cell: 0771 969653/ Email:ndlovuprim20@gmail.com

Practice Manager: Sindisiwe Ndebele

Adventist Dental Practice

41 Lawley Road Suburbs, Bulawayo

Cell: +263 777 742 198

The Chief Financial Officer: Mr. M Chigaru

Zimbabwe East Union Conference

2494 Glen Lorne, Kambanje, Harare

Cell: +263771 028 764

INTERESTS

Athletics, Reading books and Swimming

LANGUAGES

English:

Proficient

Shona and Ndebele