

## Personal Details

Name : Sharon Mumpande

Contact address: 11 Jarvis Road

Queens Park West

Bulawayo

Cell Number : +263774752669, +263773480978

Email address : mumpandesharon@gmail.com

Gender : Female

Marital status : Single

Date of Birth : 15 November 1997

### Briefing

An ambitious, hardworking and reliable individual who is committed to learn so as to develop herself to achieve better results.

### ACCOUNTING

I am a driven individual, with the sole objective of using my proficiency in accounting to achieve corporate objectives of profitability and growth, achievement of my goals will in turn benefit the organization.

### WORK EXPERIENCE

Account's Clerk at Milton Junior School September 2021 to date

Finance student attachee at ZETDC January-December 2019

## Educational Qualifications

**National Diploma in Accountancy (January 2018-2021)**

**National Certificate in Accountancy (2017) : Bulawayo Polytechnic**

**GCE Advanced level (2014-2015): Northlea High School**

3 Advanced level passes in Literature in English, Divinity and History

English and communication pass 4

**Ordinary level (2010-2013): Northlea High School**

7 'O' Level passes including Mathematics, English and Integrated Science

**Additional Skills and Interests**

- Computer Skills- Pastel Accounting, SAP (Systems Application and Products), Microsoft Word, Microsoft Access, Microsoft Excel and Microsoft Power Point.
- Linguistics- can speak fluent English, Ndebele and Tonga.
- Other skills- bank reconciliation, supplier's/creditors reconciliation and Debtors ageing analysis, procurement procedures, receipting, invoicing debtors.

## References

### **Mr B Sibanda**

Headmaster

Milton Junior School

Tel +263777 313 734

### **Mr P.Q Ndlovu**

Head of Department

Bulawayo Polytechnic

Tel: +263715 557 058

### **Mr U Bhebhe**

Head of Department

Bulawayo Polytechnic

Tel: +263772 378 852

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SHARON**