

LAUREEN S MUSHUNJE

Address: No 3 Russel Avenue Newton Bulawayo
Email address:mushunjelaureen@gmail.com

Mobile: 0773929195

EXECUTIVE SUMMARY

A self-motivated and committed individual with an insatiable hunger for success. Have the desire and ability to adapt to any organization so as to learn and gain new perspective then apply it to the benefitting situation.

Personal Details

Date of birth: 5 January 1993

Sex: Female

Nationality Zimbabwean

Languages English Ndebele Shona

I D NO: 08-2013132 H75

Marital Status: Married

Religion: Christian

PROFESSIONAL QUALIFICATIONS: INSTITUTE OF ADMINISTRATION AND COMMERCE

Certificate in Financial Accounting and Cost Management Accounting

- *Cost & Management Accounting 1
- *Principles of Law
- * Economics
- * Business Management 1
- *Financial Accounting 1
- * Business Communications

Diploma in Financial Accounting and Cost Management Accounting

- *Concepts of Management Computing
- *Cost &Management Accounting 2
- *Taxation
- *Corporate Law
- *Financial Accounting 2
- *Strategic Management

Advanced Diploma in Financial Accounting

- *Statistics
- *Corporate Governance
- *Corporate Secretaryship
- *Auditing
- *Financial Management
- *Financial Accounting3

ACADEMIC QUALIFICATIONS

Ordinary Level ZIMSEC: Sizane High School 2006-2009
5 subjects including Mathematics, English and Accounts

Computer literate

Microsoft Word
Microsoft Excel
Microsoft PowerPoint
Googlesheets
Pastel-sage evolution

Clean class 4 driver's licence

Professional Work Experience

BB Ndlovu and Associates(Accounting Assistant) 1year Jan -2019-Dec 2019

Basic office tasks : answering phones, filing and responding to emails, engaging with prospective clients.

Capturing data into the system

Assisting in preparing final accounts

Assisting in preparing tax returns(QPD &VAT)

Epic consultancy(Audit assistant)6 months July 2020 -Dec 2020

-Starting the project

-Planning the audit and conducting risk assessment

-developing the audit program

- Basic office tasks

Sondelani Ranching -(Group Banks Clerk)1 year April 2021-current

Managing petty cash

Invoicing

Posting on pastel

Assisting in preparing final Accounts

Internet banking(making payments online)

Cash payments

Liasing with creditors and Service providers

Bank reconciliations

Confirming and clearing payments debtor inflows and Account payments

Buying and sourcing Group Stationery

References

Bulawayo Polytechnic College

Mr B Sibanda(Dean)

+263733824125

BB Ndlovu&associates

31 Lobengula Street

Contact: Mr. Ndlovu

+236 774406036

Epic International

Suit 508,CIPF Building

Bulawayo

Contact: Mrs B Sibindi 077 274 2966

Sondelani ranching t/a Hamara
23 Smith Avenue Queens park
Bulawayo
Mrs N Sairai 0785 507 563
Mr T Ncube 0772462716

Institute of Administration and Commerce
Suite 315,3rd floor, York House
H Chitepo /8th Street
Bulawayo: S Moyo (Admin)0292887542