**Takudzwa K Chaisewa, (ACCA Student)**

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***PROFILE***

I am a young finance professional who is an innovative self-starter and quick learner. The knowledge I have gained both academically and from working with different organisations was and will continue to be beneficial in my growth, personally and as a professional. I have over 2 years’ experience providing audit and assurance services, tax advisory and forensic services where I contribute immensely towards the successful completion of each client engagement. I am passionate about working for your organisation and will utilise my strong foundations in accounting, audit and assurance to provide value adding services that will be beneficial in both the short and long term for the continued growth of the organisaton*.*

***EDUCATION***

**2015 – Current:** Association of Chartered Certified Accountants (Writing F5, F8 and F9 in June 2015)

**2012 – Current:** Post Graduate Diploma in Applied Taxation, Institute of Certified Tax Accountants

**2010 - 2014:** Bachelor of Commerce Accounting Honors Degree, Midlands State University.(2.1) Awarded Midlands State University Book Prize

**2008 - 2009:** A level, Goromonzi High School, 3 subject passes

**2006 - 2007:** O level, Goromonzi High School, 8 subject passes

***WORK EXPERIENCE***

**PKF Chartered Accountants (Zimbabwe)**

**June 2014 to present – Trainee Accountant**

* **Financial Statement and Forensic Audit** - Experience in carrying out an audit from planning to completion, training junior members on audits and preparation of the financial statements and report to management. My clients are in the finance, retail, manufacturing, health, not for profit and education industries. My responsibilities include:
* Working closely with senior management in maintaining productive relationships with a range of clients across a number of industries;
* Coordinating and leading audit teams and ensuring smooth delivery of the audit process from planning stage through to completion;
* Attending planning meetings with the Engagement Partner to map out the scope of the audit at the beginning of the audit process and clearance meetings at the end of the audit to discuss findings and recommendations;
* Translating the audit strategy into effective audit procedures;
* Applying the technical knowledge of IFRS gained through continuous professional development and through academic tuition;
* Gathering audit evidence through the performance of the planned audit procedures;
* Reviewing work done by juniors and assuming responsibility for it;
* Offering on the job training to junior members of the teams and acting as a role model in their career plans;
* Recommendation and assessment of internal controls;
* Keeping clients informed with regards changes to the regulatory environment for example Taxation;
* Reviewing of contracts and related services;
* Applying knowledge of quality assurance and assessing an entity's core functions; and
* Preparing and presenting separate and consolidated financial statements.
* **Tax** - Experience in carrying out Tax Health Checks and Audit Tax Reviews. Work was done in the service, energy, retail, manufacturing, health and petroleum industries. My responsibilities are:
  + Reviewing the compliance of employment tax;
  + Reviewing the compliance of withholding tax;
  + Reviewing the compliance of value added tax;
  + Reconciling balances on the clients’ trial balances with the tax authority’s ledger; and
  + Communication of risks and recommendation of noted areas of non-compliance.

**PKF Chartered Accountants (Zimbabwe)**

**June 2012 to June 2013, December 2013 to February 2014 - Audit and Tax Clerk (1 year 4 months)**

Audited were clients in the finance, retail, manufacturing, health, not for profit and education industries. My responsibilities included:

* Providing assistance to the Auditor In Charge to complete annual audits within the preset deadlines;
* Providing updates to the Auditor In Charge about project status on a regular basis;
* Developing audit reports including observations, risks and recommendations through the detection of internal control deficiencies;
* Ensuring prior years’ audit recommendations are implemented and errors resolved appropriately;
* Performing audit procedures in accordance with the firm’s audit methodology;
* Developing creative audit techniques for operational efficiency; and
* Addressing queries on audit related procedures in a timely manner.

**New Avakash International**

**December 2011 to January 2012 – Accounts Clerk (2 months)**

* Experience in preparing cash book, petty cash and creditors reconciliations, inventory variance analysis, invoicing clients and computation of output tax and input tax for the monthly VAT returns.

**Ministry of Education, Sports, Arts and Culture of Zimbabwe**

**2010 to 2011 (3 months) – Primary School Teacher**

* Experience in tutoring and mentoring children in different subjects such as English, Mathematics and Content and, also in common etiquette for example general decorum. Experience in coaching the senior basketball team and training them on how to work as a team and the benefits so reaped from teamwork.

***PERSONAL ATTRIBUTES / STRENGTHS***

* **Languages:** high level of competency in both English and Shona.
* **Information Technology:** proficient computer user, competent in Microsoft Office. Experience gained in operating Pastel and Caseware.
* **Adaptability:** Able to handle change and adapt to new situations thus managing high pressure situations with the drive to meet strict deadlines. Being a focused, self-motivated and target driven individual makes this fairly easy as I am determined to succeed.
* **Analytical skills:** gained analytical skills from the various modules that I took during my studies and from the assignments that I carry out as a Trainee Accountant which require me to be attentive to detail and to use reason in assessing the treatment (compliance with IFRS and other regulations) and explanations given by client.
* **Communication skills:** oral and written communication skills developed in the workplace and at school with many presentations and interactions with people from different backgrounds and also in preparing client reports and written school assignments. I also obtained good grades due to the fine presentation of work during examinations.
* **Organisational skills:** good organisation and planning skills thus able to coordinate the different areas of work done during an audit or tax engagement and able to meet tight deadlines under high pressure situations.
* **Leadership and teamwork skills:** ability to work in both a team and individual setting and ability to take on leadership roles that is, leading an audit through to completion. At PKF we work in teams and I am always involved in team discussions or initiating such discussions to find better ways of completing our work thus developing junior members of the audit team through the detailed discussions.

***INTERESTS AND INVOLVEMENTS***

* Awarded the Midlands State University (MSU) Book Prize for the Best Honors Accounting Student (2014).
* Awarded the Nyaradzo Holdings High Achievers Award for the Best Honors Accounting Student (2014).
* I enjoy participating in athletic events especially swimming and basketball (Certified Coach - Hoops for Hope, Level (0 – 1).
* I have great interpersonal skills and enjoy socializing and building relationships.
* I’m an avid reader, of both fictional and factual literature.

***REFEREES***

Referees available on request.