**Curriculum vitae**

**For**

**NIGEL DURAWO**

# Contact Details

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| **Contact Address**  5 Madzima Road  Mbare  Harare  **E-mail address**  nigeldurawo2@gmail.com | **Contact Number**  +263772442799  +263772317172 |
| **Personal Information** Gender: | Male |
| Marital status: | Single |
| Nationality: | Zimbabwean |
| Date of Birth: | 08 November 1996 |
| Languages: | English and Shona |
| I.D Number: | 63-25995661S25 |
| Religion: | Christianity |
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**CAREEROBJECTIVE** Request for work related learning /industrial attachment place.

# SKILLS AND COMPETENCES

* Self-motivated and with a positive mind set, taking all assigned work to completion.
* Reliable and willing to learn.
* Good interpersonal skills.
* Unquestionable integrity and uncompromised business ethics.
* Ability to work under pressure, hardworking and concern for order and quality.
* Critical and analytical in decision making, ability to follow instructions and seek clarity when in doubt.

# ACADEMIC QAULIFICATIONS

* 6 ‘O’ Levels including Mathematics, English and biology Harare Secondary School.
* 3 A’ Levels including Economics, Management of Business and Accounting Harare High Secondary School.

# CURRENT STUDIES

## Bachelor of commerce honours degree {Accounting}

Student Registration Number: M171573

Institution: Great Zimbabwe University

***MODYLES COVERED***

* Commercial Law 1
* Accounting Concepts and Principles
* African Philosophy and Thoughts
* Business Communication
* Micro Economics
* Introduction to Computers and Computer Technologies
* Principles of Marketing
* Introduction to Research and Statistics
* Commercial Law2
* Introduction to Financial Reporting
* Financial Mathematics for Accounting
* Introduction to Zimbabwean Culture and Heritage
* Macroeconomics
* Principles of Management
* Company law and practise
* Financial reporting for companies
* Auditing and theory practice
* Cost Accounting
* Accounting Information Systems
* Financial Planning and Control
* Business Research methods
* Tax Law and Practise
* Public Sector Accounting
* General Financial Reporting
* Practical Accounting Data Processing
* Management Accounting

# COMPUTER PROFICIENCY

* Internet – online marketing, researching and emailing
* Spreadsheets – Microsoft Excel
* Word processing – Microsoft Word
* Projects/Presentations - Microsoft Power point
* Customer Database Management Systems
* E-learning application

***HOBBIES***

Reading novels

Going for adventures

Playing soccer

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| ***REFERENCE***   |  | | --- | | Mr. M. Duve | | Work Related Learning Coordinator | | **Great Zimbabwe University** | | P O Box 1235 | | Masvingo | | Zimbabwe | | +263772597088, | |
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