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|  | khanyisile Simanga | | | | | | | |  |
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|  | aCCOUNTING spECIALIST | | | | | | | |  |
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|  | CONTACT |  |  | PROFILE |  | | |  |  |
|  | 1350 Donnybrook Greendale  Harare  natashasimanga@gmail.com  +263 71 239 1286 | |  | Aspiring to secure a challenging articles training within a reputable company, where I can effectively apply my strong academic background, sharp analytical skills and unwavering dedication to financial accuracy. | | | | |  |
|  | SKILLS |  |  | EXPERIENCE | |  | |  |  |
|  | **Financial Analysis**  **Team Collaboration**  **Time Management** **Client Relationship-Management** | |  | **Company Name: PKF Chartered Accountants****Position: Audit clerk**19 February 2024 (present)  * Perform regular audits to ensure compliance with established standards and regulations. * Inspect account books and accounting systems for efficiency and accuracy. * Track down and rectify discrepancies or inconsistencies in financial entries, documents, and reports. * Prepare detailed reports on audit findings and make recommendations for improving our internal controls and operating efficiency.   **Company Name: Maka Farm**  **Position: Accounting officer**  **23 Sept 2020 to 30 Nov 2022** Conducted regular reviews of petty cash transactions, maintaining meticulous records and ensuring financial accuracy.Prepared monthly creditors reconciliation statements.Assisted in budget preparation and financial forecasting, contributing to informed decision-making.Monitored accounts payable and accounts receivable, optimizing cash flow management.Participated in external audits, providing critical financial documentation and responding to audit inquiries.   **Company Name: ZINWA**  **Position: Revenue Collector**  **22 Nov 2017 to 31 October 2018** Efficiently processed and documented incoming payments as a part of the receipting team.Maintained daily cash schedules and accurately completed banking forms for fund transfers.Executed prompt and accurate banking procedures to ensure secure handling of financial transactions.Demonstrated effective follow-up skills with creditors, contributing to strong financial management. **Company Name: Zulu Safaris**  **Position: Administration Officer**  **1 May 2017 – 31 September 2017**   * Performed meticulous bookkeeping to maintain financial records accurately. * Composed compelling project and business proposals for client communication. * Managed phone calls, emails, letters, and packages, ensuring efficient correspondence. * Maintained organized databases with personnel, financial, and other critical data. * Proactively monitored and replenished office supplies, streamlining operations. * Timely submission of reports and adeptly prepared presentations and proposals as required.   **Company Name: KPMG Bulawayo**  **Position: Audit Clerk**  **June 2014 – July 2015**   * Conducted comprehensive data analysis to identify deficient controls, fraud, and non-compliance with regulations. * Audited account books and accounting systems for efficiency and adherence to accepted accounting procedures. * Generated detailed reports on audit findings to facilitate decision-making. * Prepared accurate financial statements to provide a clear financial picture. * Conducted thorough reviews of petty cash transactions, ensuring financial integrity and accountability. | | | | |  |
|  | EDUCATION |  |  |  |
|  | **Institute of Chartered**  **Accountants of Zimbabwe**  Initial test of competence  **Period** 2024    **Chartered Accountants**  **Academy**  Certified Theory in Accounting  **Period**: 2023    **Chartered Accountants**  **Academy**  Bridging course to Certified  Theory in  Accounting Period: 2022    **National University of Science and Technology**  **Degree:** Bachelor of Commerce Honours  Degree in Accounting  **Period:** 2011-2016  **Relevant Skills**  **Acquired:** Pastel | |  |  |