

Jorum Nare
10819 Sanyati Close Budiro 5 A, Harare, Zimbabwe
Phone: +263 773 094 225 **Email:** jorumnare@gmail.com

Profile: Reduced the accounts receivable balance by improving collections, implemented the fuel card system and changed the conventional inventory management system, structured departmental requests and introduced a sequenced petty cash book system together with a cash box. Accounting is what I enjoy and thus intend to acquire more knowledge on and off the work field.

Education:

University of Zimbabwe 2010 – 2014: BSc (Hons.) Accountancy

- **Relevant modules:** Management accounting and control, Business Law & Corporate finance, audit, financial accounting and information systems, tax law, International Financial Accounting Regulatory Framework and Professional Values, Ethics and Attitudes and Public Sector Financial accounting.

Experience: *Total working experience 3 years including internship*

1. Nov. 2017 – Date **Employer:** Valiage International (Pvt) Ltd **Job Title:** Accounts Clerk

Responsibilities:

Entering and reconciling data, ensuring accuracy and that costs are correctly posted in the right account

Managing and processing supplier payments using age analysis and General ledger postings

Processing staff expenses and corporate cards reconciliations

Bank reconciliations, weekly cash-flows and

Periodic financial reports as per superior's requests

2. Oct. 2016 – Oct. 2017 **Employer:** Valiage International (Pvt) Ltd **Job Title:** Accounts Clerk

Responsibilities:

Posting customer payments and invoices

Preparing receivables reports

Preparing periodic receivables reports

3. Jul. 2016 – Sept. 2016 **Employer:** Clarson & Co. Engineering and Foundry **Job Title:** Trainee Accountant

Responsibilities:

Monitoring sales and purchases including receivables follow-ups & payables settlements

Preparing statutory accounts

Cross-checking accuracy of records and/or transactions

Managing petty cash

Preparation of periodic financial statements and management accounts

Skills and achievements:

- Sage Pastel partner and Pastel Evolution
- Expression of Interest (EIO) ID: E0011121281 (Awaiting nomination)
- IELTS: **Speaking** – 7.0 **Listening** – 7.5 **Writing** – 7.0 **Reading** – 7.5

References: Available on request