

# SHAMBADZIRAI DANHA

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## PERSONAL STATEMENT

A highly motivated and driven qualified Accountant. I have over 10 years of experience as Finance and Office Manager for one of the biggest retailers in Zimbabwe. Recently started working as an Auditor for a global Audit Firm. I have broad knowledge of a wide range of financial practices fully conversant with IFRS & UK GAAP. During my career so far, I have cultivated a genuine interest in financial analysis budgeting, managing ledgers to high standard.

## EMPLOYMENT

### Bookkeeper/Payroll Admin/March 24-Current

#### Clarity Accountants & Business Strategists

Accurately recording financial transactions, maintaining financial, reconciling accounts and generating financial reports to ensure accurate and up to date financial information for clients in different sectors

Managing employee compensation, calculating and processing payroll taxes and ensuring compliance with laws and regulations

### Audit Associate/April 23-Nov 23

#### Baker Tilly International

Baker Tilly is a global Audit, Tax and Advisory Firm. I was involved in Audit projects for a variety of clients including large ltd businesses' assisted in the preparation and planning audits

I also reviewed internal controls and preparation of financial reports presented risk assessment reporting and Financial Data Testing.

### Accounts and Officer Manager /Feb 2012-Jan 2023

#### OK Zimbabwe Limited

OK Zimbabwe is one of the biggest retailers in Zimbabwe and has over 60 branches. I worked as an Accounts and Office in 2 branches and responsible for 6 finance and admin staff

## Responsibilities

Oversee Financial Reporting including monthly management reports, budgeting, forecasting & providing management information to senior team.

Stock management, stock control and managing stock takes.

Managing Sales & purchases ledgers to high standards and ensuring maintained good credit control

Managing cash flow

Supervising and Training & Developing staff to achieve high performance standard

Developing, sustaining & ensuring positive relations with Suppliers and Customers

Ensuring compliance with all Accounting and office standards including preparation for all Internal and External Audits

**EDUCATION**

National University of Science and Technology(2018)  
Master of Science in Accounting & Finance -Credit

National University of Science and Technology (2009)  
Bachelor Commerce (Hons) in Accounting Degree - 2.2

**CORE SKILLS**

- Sage 50 Accounts
- Swan Retail
- SAP Business One
- Advanced Excel
- Xero
- Kashlow
- Iris Earnie

**CERTIFICATES**

Postgraduate Certificate in the Theory of Accounting (2022)

**MEMBERSHIP**

Association of Certified Accountants (ACCA)-Member (2019)

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