



# Rumbidzai Levinia Mutarimanja

Accountant

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## Skills

### Technical Proficiency

Advanced in Microsoft Office Suite (Excel, PowerPoint), ERP Systems (Pastel), Business Intelligence Tools (PowerBI, Tableau).



### Financial Analysis & Reporting

Interpreting and analyzing financial data to drive insights; experience in tax computation, reconciliations, and financial reporting



### Attention to Detail

Identifying discrepancies and enhancing reporting accuracy



### Adaptability and Problem Solving

Flexible and quick to adapt to regulatory changes, ensuring compliance and consistent accuracy in financial processes.



### Analytical Skills

Strong data-driven approach, with cost-saving recommendations



### Communication and Collaboration

Effective cross-functional team collaboration, improving reporting efficiency



## Certifications

### Financial Modelling and Valuation Analytics (FMVA)

Corporate Finance Institute (CFI)  
July 2022-September 2022

### Business Intelligence and Data Analytics (BIDA)

Corporate Finance Institute (CFI)  
September 2022-October 2022

## Languages

### English

Fluent



### Shona

Fluent



## Summary

Results-driven accounting professional with over five years of progressive experience in financial accounting, reconciliations, and tax management. Known for exceptional analytical skills, advanced proficiency in financial systems, and a proven track record of enhancing efficiency and accuracy in financial reporting. Certified in Financial Modeling and Valuation Analytics (FMVA) and Business Intelligence and Data Analytics (BIDA), with expertise in tools like PowerBI, Tableau, and ERP systems (e.g., Pastel). Currently completing ACCA, bringing advanced insights into financial strategy and regulatory compliance. Recognized for strong problem-solving abilities and a commitment to streamlining financial operations to drive organizational success.

## Experience

**CBZ Agroyield** **October 2022-Present**  
Financial Accounting Officer Harare

- Management and analysis of bank accounts and trial balance lines
- Tax computation, preparation of tax returns, and TaRMS
- Assisting in the preparation of financial statements, financial packs and casting
- Foreign exchange computation. To identify foreign currency loss and gain when payments are made
- Bank reconciliations and inventory control.
- Capturing invoices of commodity trading
- Commodity debtors and creditors aging
- Commodity budget and cashflow preparation
- Commodity Supplier reconciliations

**CBZ Agroyield** **June 2021-Aug 2022**  
Reconciliations Clerk Harare

- Reconciling payments to ensure the accounting system reflects the correct transactions.
- Reconciliation of client’ loans against supplier purchases.
- Supplier aging analysis to ascertain when payments to suppliers are due and how many days the bank is tailing by.

**Itmosci Nutriology** **January 2021-May 2021**  
Finance Manager Marondera

- Petty cash management and approval of payroll bill
- Stock management
- Managing and coordinating daily, weekly and monthly reporting, budgeting and reforecast processes.

**CBZ Electronic Banking Unit(EBU)** **September 2018-July 2019**  
Intern Harare

- Client Relationship management via branch networks
- Query resolution with other banks across the country
- Settlement of all electronic transactions via Zimswitch platform

## Education

**ACCA** **December 2022-Present**  
Accounting Professional Course

Professional level Student

**Midlands State University** **August 2016-July 2020**  
Accounting Honors Degree  
2.1

## References

**Panaishé Matsheza**  
Agroyield Financial Accountant  
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