

**KUSHINGA  
CHIRAMBADARE |  
ACCOUNTING AND FINANCE**

Harare, Zimbabwe

+263772543634 /+263773651829

[vinvinso1@gmail.com](mailto:vinvinso1@gmail.com)

Clean Class 2 Driver's License

**PERSONAL SKILLS**

- Communication skills
- Interpersonal skills
- Problem solving
- Team work

**PROFESSIONAL SKILLS**

- Power query
- Power pivot & SQL
- Administration
- Receivable
- Bookkeeping
- Assets management
- General accounting
- Accounts Payable
- Processing invoices
- Expenditure Tracking
- Accounts Reconciliation
- Compiling Daily Statistics
- Debtors and Creditors Control
- General Ledger Management
- Client Relationship Management

**REFERENCES**

Mr. T. -Taramanya – Principal  
Adonai Junior School  
Cell: +263776652925

Mr. T. Dzvinga - Agriculture Marketing  
Authority  
Cell: +263773691738

Mr. S Mbiringa – AMA  
Cell: +263 712 559700

**PROFILE**

A results-driven and self-motivated Accounting professional with more than 3 years of experience providing financial support. Noted for the ability to manage complex assignments effectively with the confidence to work as part of a team or independently. Experience leading intercultural teams and building strong working relationships with the internal and external stakeholders. Competent in data analytics, general accounts, bookkeeping, creditors and debtors control. Possessing excellent numerical & data entry skills along with a comprehensive understanding of accounting and administration systems.

**WORK EXPERIENCE**

**Depot Clerk** Sep 2019 – Feb 2020

Agricultural Marketing Authority: Zimbabwe

Duties:

- Verification source of seed cotton.
- Recording the volume of seed cotton which enters the depot.
- Recording the volume of seed cotton under toll ginning arrangement.
- Capturing data on cumulative intake by ginnery and by company.
- Carrying out seed cotton reconciliation i.e., seed cotton intake vs ginned seed.
- Capturing stocks and sales figures of lint and ginned seed by company.
- Compiling and submitting reports to the Marketing Officer.

**Administrator**

July 2017 – Aug 2018

Adonai Junior school

Duties:

- Maintained school database.
- Gathered information about each learner.
- Registration of learners.
- Salary disbursement.
- Followed-up on defaulters.
- Reported daily and monthly financial reports

**EDUCATION**

- Financial Modeling and Valuation Analysis (CFI) – 2022
- Business Intelligence and Data Analysis (CFI) 2022
- Bachelor of Science Honors Degree in Economics - University of Zimbabwe - 2016
- GCE Advanced Level 3 A Passes in, Accounting, Economics and Business studies - 2010
- GCE Ordinary Level 7 passes incl. Mathematics, English Language

