

3981 Chiwaridzo II

Bindura

Zimbabwe

+263 776418330 / +263 715021931

priscillarmutasa3@gmail.com

PRISCILLAR MIRIAM MUTASA

OBJECTIVE To be a strategic, way forward thinking professional accountant the world needs and become one of the desirable finance professionals.

**SKILLS &
ABILITIES**

- Highly proficient in Pastel and MS Office suite
 - Organized, prioritize work and deadlines
 - Honest, confident communicator
 - Easy and quick adaption to change
 - Pays attention to detail
 - High level of numeracy
 - Embraces team work and leadership
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EDUCATION **MIDLANDS STATE UNIVERSITY, GWERU (2016-2020)**

Bachelor of Commerce Honors Accounting Degree

2.1 Degree Class

CHIPINDURA HIGH SCHOOL, BINDURA (2014-2015)

Advanced level

3 A level Passes in Accounting, Business Studies and Mathematics

HERMANN GMEINER HIGH SCHOOL, BINDURA (2010-2013)

Ordinary level

8 O level Passes including Mathematics and English

EXPERIENCE CASHIER, CHICKEN INN BINDURA (2020)

Duties included

- Handling cash
- Dispatching customers' orders

ACCOUNTS INTERN, BINDURA MUNICIPALITY (2018 TO 2019)

Duties included

- Updating and maintaining of accounting journals, ledgers and other records detailing transactions
- Preparation of manual RTGS and processing system RTGS
- Assist Central Stores department in sourcing quotations, drafting comparative schedules and costing items
- Assisting the debtors billing office with preparation of journals
- performing clerical duties such as filing and data entry

TILL OPERATOR, BAKERY SERVER, OK ZIMBABWE LTD (currently)

Duties included

-

REFERENCES Chicken Inn Bindura

Mr Lloyd

Branch Manager

+263731200866

Bindura Municipality

Mrs Chadyiwa

Deputy Finance Director

+263772883340

Midlands State University

Mrs Mashiri

Accounting department Chairperson

+263774898441

OK Zimbabwe Ltd

Branch Accountant

Mr Njombolo

+263 776028468



FA No. 532415

LETTER ISSUE
DISTRICT REGISTRAR
HARARE

BIRTHS AND DEATHS REGISTRATION ACT, 1986 (No 11 OF 1986)

Certified Copy of an Entry of Birth Registered in the District of HARARE in Zimbabwe

| | | | | |
|-------------------------|----------------------|--|----------------------------------|-----------------|
| CHILD | ID No | 63-2320771 K 15 | | |
| | 1. First Names | PRISCILLAR MIRIAM | 2. Surname | MUTASA |
| | 3. Birth Place | GLEN VIEW MATERNITY CLINIC, HARARE | | |
| | 4. Date of Birth | THIRTEENTH DAY OF AUGUST, NINETEEN HUNDRED AND NINETY-SEVEN | | |
| | 5. Sex | Female | | |
| FATHER OF CHILD | 1. First Names | CHARLES | 2. Surname | MUTASA |
| | 3. Birth-place | MAZOWE | 4. National identity card number | 63- 871098 Q 15 |
| | 1. First Names | KUDEAYI | 2. Maiden Surname | MUFUNGI |
| | 3. Birth-place | MAZOWE | 4. National identity card number | 15- 100617 N 15 |
| INFORMANT | 1. Signature or mark | MUFUNGI KUDEAYI | | |
| | 2. Qualification | Mother | | |
| | 3. Address | 9315, BUDIRIRO 5B, HARARE | | |
| 1. Date of registration | | 12 May 2003 | | |
| 2. Birth entry number | | 63-2320771 K 15 | | |

I, LUCY R. MABAMBE

certify that the above is a true copy of an entry of the above particulars in the register of births kept at HARARE MARKET SQUARE

Dated this TWELFTH DAY OF MAY, 2003

for Registrar-General/Registrar of Births and Deaths

Stamp
DISTRICT REGISTRAR
BIRTHS AND DEATHS
MARKET SQUARE
12 MAY 2003
PO BOX 1145, CAUSEWAY
ZIMBABWE

THIS CERTIFICATE IS ISSUED WITHOUT AMENDMENT



ZIMBABWE SCHOOL EXAMINATIONS COUNCIL

ZIMBABWE GENERAL CERTIFICATE OF EDUCATION
AT ADVANCED LEVEL

This is to certify that the candidate named below sat the Zimbabwe General Certificate of Education Examination at Advanced Level and was awarded the grade(s) stated in the subject(s) shown:

MUTASA PRISCILLAR M

070200 / 5082

EXAMINATION OF NOVEMBER 2015

CHIPINDURA HIGH SCHOOL

GCE ADVANCED LEVEL

MATHEMATICS
ACCOUNTING
BUSINESS STUDIES

GRADE C (c) PASS
GRADE B (b) PASS
GRADE B (b) PASS

GCE AO LEVEL

ENGLISH LANG. AND COMM SKILLS

GRADE (5) PASS

ADVANCED LEVEL PASSES RECORDED
AO LEVEL SUBSIDIARY PASSES RECORDED
ORDINARY LEVEL PASSES RECORDED
TOTAL PASSES RECORDED

THREE
ONE
ZERO
FOUR



E. M. Nyagaya



E. S. Ndamara

Professor E. M. Nyagaya
Chairman - ZIMSEC Board
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0500698

E. S. Ndamara
Director - ZIMSEC



ZIMBABWE SCHOOL EXAMINATIONS COUNCIL

ZIMBABWE GENERAL CERTIFICATE OF EDUCATION
AT ORDINARY LEVEL

This is to certify that the candidate named below sat the Zimbabwe General Certificate of Education Examination at Ordinary Level and attained at least grade E in the subject(s) named.

MUTASA PRISCILLAR M

070325/3011

EXAMINATION OF NOVEMBER 2013

HERMANN GMEINER SECONDARY SCHOOL

| | |
|---|-------|
| ENGLISH LANGUAGE | B (b) |
| HISTORY | A (a) |
| GEOGRAPHY | D (d) |
| SHONA | A (a) |
| MATHEMATICS | A (a) |
| INTEGRATED SCIENCE | A (a) |
| BIOLOGY | B (b) |
| PHYSICAL SCIENCE | E (e) |
| FASHION AND FABRICS | B (b) |
| PRINCIPLES OF ACCOUNTS | C (c) |
| NUMBER OF SUBJECTS RECORDED | TEN |
| NUMBER OF SUBJECTS GRADED C OR BETTER : | EIGHT |



Professor N. Maphoso
Chairman - ZIMSEC Board

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3777880

G.S. Mwandira
Director - ZIMSEC

No reference should be placed on the