

KUSHATA NYARADZO MONICAH

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Accounts Clerk | Accounts Administrator | Finance Assistant

PROFESSIONAL SUMMARY

Accounting professional with experience in full-cycle bookkeeping/accounting and capable of identifying financial. Operational experience in financial reporting, reconciliations, payroll administration, cash flow management, implementation of financial systems, budgeting and forecasting. Seeking to join ICAZ accredited firm to complete articles.

Core Competences and Skills

- Bank Reconciliation
- Financial Reporting
- Excellent Communication
- Payroll Administration
- Employment Equity Act
- Creative Thinking
- Process Management
- Internal Control Systems
- Analytical

EDUCATION

- Bachelor of Commerce Honours Financial Accounting (Bridging Course to Post Grad Diploma in Accounting, CTA, CA(SA), 2021
- Bachelor of Commerce Financial Accounting, University of Western Cape, South Africa, 2020
- Certificate in Entrepreneurship, Institution Raymond Ackerman Academy (University of Cape Town Graduate School of Business), 2017

PROFESSIONAL EXPERIENCE

Nzum Nzum Pty Ltd

01/2019 – Present

Assistant Bookkeeper

- Prepare and maintain all accounts payable and receivable, client invoices, bank statement reconciliation and expense reports.
- Collect and compiled client financial data, captured information into Pastel Evolution and assigned appropriate journal accounts for accurate accounting of income, expenses and contributions.
- Performed all AR/AP, bank reconciliations, and credit cards statements monthly, and closing entries for monthly and annual financial close.
- Produce A/R and A/P aging reports, Income and P&L statements for management on a weekly, monthly, and annual basis.
- Adjusted balance sheets, and income statements to expedite the company's accounting procedures in an efficient manner.
- Reviewed and followed up customer invoices for payments, posted cash receipts, and prepared weekly aging reports for management.

University of Western Cape

02/2020 – 11/2020

Financial Accounting Tutor

- Provided virtual online classes through Zoom meetings or WhatsApp, facilitated and presented tutorials.
- Marked tutorial assignments and attended virtual training and feedback sessions related to tutorials.
- Provided course-related student consultation with tutorial queries.

ACHIEVEMENTS

- Completed my first-year studies at the University of the Western Cape In 2018 with an average of 75% and amongst the EMS 75%+ list for the 2018 academic year.
- Cofounded a company which sell African inspired fashion apparel ranging from beads and necklaces, headwear.

REFERENCES

- Available on Request