



KUTIWA VENESSA GURIRA

Accounting

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PROFILE

Motivated energetic individual with more than 5 years of experience in a fast-paced, multitasking environment. I am a dynamic, committed, organized and result oriented Accountant. My career goal is to be associated with progressive dynamic organization which can fully utilize my skills and potential.

SKILLS

Languages Skills

| | |
|---------|---------|
| English | Expert |
| French | learner |

Computer Skills

| | |
|------------------|--------------|
| Microsoft Office | SAP Beginner |
| SAGE | |
| CRM (Beginner) | |
| ERP | |

Interpersonal/Life Skills

- Strong phone and verbal Communication skills
- Problem-solving skills
- Customer focus
- Well groomed and confident
- Willingness to go an extra mile
- Patience
- Pay attention to detail and accuracy
- Adaptability
- Well versed analytical skills
- Time management skills
- Multi-tasking

EDUCATION

Midlands State University (Zimbabwe)

2010 - 2013

BCom (Hons) Accounting

Clubs and societies: French Society, Tourism Club, Housing Committee Society

WORK EXPERIENCE

YOGA HOUSE: RECEPTIONIST CUM BOOKKEEPER

An elite fitness studio in Dubai that offers Yoga, Pilates and meditation classes in Dubai.

2019 - present

RESPONSIBILITIES:

- Scheduling classes daily, weekly and monthly.
- Bookkeeping: invoicing, monitoring student accounts and package
- Handling office tasks: filling, generating reports and presentation.
- Composed letters, memos
- Responded to queries in person and via telephone and email.
- Handling payroll and salary through Schedule House
- Submitted timely daily and monthly reports and prepared presentation
- Worked and performed in a high-paced multitasking environment.
- Collaborated with Human Resources department to work on and improve company policies and maximized customer service experience

Pickglow Trading t/a Glow Petroleum

Position: Accounting Clerk (Period: Jan 2014 –May

2019) Reporting to Regional Accountant

Duties

- Preparation of monthly management accounts & reports, interim and annual financial statements in compliance with IFRS, GAAP, local statutes.
- Continuous review and improvement of internal systems, processes and controls to minimize the risk of fraud.
- Co-ordination of the budgetary process and monitoring capital expenditure.
- Preparation of annual consolidated budgets and quarterly forecasts. Responsible for tax computation, completion and submission of returns and payment.
- Review monthly reconciliations performed by accounts staff.
- Liaison with internal and external auditors regarding all internal control matters.
- Managing all bank accounts and banking transactions.
- Treasury, cash flow and working capital management.
- Debtors' management and following up on outstanding debts
- Managing inventory including ratios, optimum stock levels, stock counts and shrinkage analysis
- Creditors' management and reconciling of creditors' accounts before payment is done.
- Costing, stock taking and preparation of final accounts and reports.
- Maintaining the Asset Register and General ledger accounting

Pickglow Trading t/a Glow Petroleum

Position: Accounting Assistant (Period: November 2013 – Dec 2013)

Reporting to Regional Accountant

Duties

Provide accounting and clerical support to accounts department

- Maintain accounting documents files
- Verify and post details of business transactions
- Prepare bank account deposit documents
- Complete end of month closing procedures
- Reconcile revenue reports
- Provide assistance in payroll, funds expenditure and budget preparation responsibilities

NB: Referrals available on request