

Patience Katende

Accountant/Administrator

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A goal-driven, detail oriented and proactive Chartered Secretary and Administrator eager to leverage progressive skill set in accounting and administrative procedures and client relation management.

Willing to relocate to: Sharja, Ajman and Abu Dhabi

Work Experience

Sales Representative

Kansai Plascon Paints - Harare

June 2017 to January 2020

- Providing outstanding customer service.
- Meeting/exceeding sales goals.
- Helping determining pricing schedules for quotations, promotions and negotiations.
- Preparing reports.
- Monitor customer buying trends, market conditions and competitor actions to adjust strategies.

Creditors Clerk/Assistant Accountant

Kansai Plascon Chemical Division - Harare

February 2007 to May 2017

- Perform tax procedures as required for periodic VAT return filing and management reporting.
- Accounts Payables reconciliations and general bookkeeping.
- Performing reconciliations of accounts.
- Assisted in analyzing the financial details of past, present and expected operations to identify developmental opportunities.
- Coordinating internal and external audits.
- Handling accruals, prepayments and amortizations.
- Reviewing computer reports for accuracy and meticulously tracing errors back to their source.
- Assisted with preparing budgets, cash flow projections, cost analysis and monthly, quarterly and annual reports with 100% accuracy.
- Recording expenditures and ensuring they are within set budgets.

Payments Clerk

Kansai Plascon Chemical Division - Harare

December 2005 to January 2007

- Day to day banking, administration and financial tasks.
- Processed invoices and journal entries with accuracy.
- Handling and posting petty cash transactions.

Accounts Clerk

Chitungwiza Municipality Head Office - Chitungwiza

December 2003 to February 2004

- Data capturing
- Bank, Creditors and Debtors reconciliations
- Coding fixed assets using Pronum

Education

Honours Degree in Accounting in Accounting

Great Zimbabwe University

2019

Chartered Secretary and Administrator in Finance and Administration

Institute of Chartered Secretaries and Administrators in Zimbabwe - Harare - Zimbabwe

January 2014 to November 2018

Diploma in Computerised Accounting in Computerised Accounting

Business and Computer Institute - London

2008

Higher National Diploma in Accountancy in Accountancy

Harare Polytechnic College

Skills

Microsoft Excel, Word and PowerPoint, Sage, Accountmate, Pastel, Quick books

Certifications and Licenses

Chartered Secretary and Administrator

November 2018 to Present