



# Dzipai Dzambo

## Accountant



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Sharjah, United Arab Emirates

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### PERSONAL SUMMARY

Accomplished Accountant with 17 years of proven experience working in busy accounting and finance environment. Created Six excel reporting templates, effectively achieving an 80% reduction in time for preparing Financial Reports. Capable professional experienced in financial reporting, Data Analysis, reconciliations, inventory controls and management of general accounting principles. Expertise in use of most accounting software programs (Tally ERP 9, Quickbooks, Pastel, Navision and Trimmed) and advanced Excel. Eager to join a team and help improve an organization's financial focus.

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### PROFESSIONAL EXPERIENCE

**Cure Chem Mozambique Lda**

**May 2018 – August 2021**

#### Accountant & Administrator

- Slashed monthly closing from 15 to 5 days by automating financial statements (Profit and loss, Balance sheets and Cashflow statements) reporting process
- Successfully redesigned and upgraded the fixed asset register resulting in 100% automated depreciation calculation according to IFRS
- Developed and manage a perpetual inventory management template with 15% increased efficiency and accuracy for verifying stocks and stock reconciliations, saving the company from pilferages
- Designed a forecasting, tracking and management reporting system for sales, triggering 20% increase in accuracy and timely reporting
- Created an easily navigable expenses monitoring and employee database with 60% improved payroll processing and reduced office overhead by 30%
- Collaborated with auditors to complete three years annual audits that were behind schedule
- Lunched 3 new agencies with the Branch Manager in first quarter of 2021 this have resulted in 200% increase in revenue
- Analysed sales data for 3 years and used the output to guide production and marketing strategies
- Coordinated and reviewed monthly and quarterly statutory returns (VAT, PAYE, Income tax) to ensure compliance with legal requirements to avoid challenges

**The Avenues Clinic**

**October 2004 - March 2017**

#### Assistant Accountant

**March 2007 - March 2017**

- Maintained and generate financial reports and statements, annual budgets, annual financial statements, quarterly board reports and other ad hoc reports for management review
- Formulated and prepared accounts reconciliations with 10% increased effective and efficiency to ensure timely deliverable
- Streamline, Review and approve payment vouchers and journal entries through automation saving over 5 days of manual work monthly
- Analyzed and ensures that financial transactions are recorded in accordance with GAAP and performing trial balance reconciliations
- Promoted twice within 2 years due to strong performance and organizational impact
- Managing 5 clerks and providing training

**Cashbook Clerk****July 2006 - February 2007**

- Improved the preparing of 7 monthly bank reconciliations by 50% by automating the process
- Performed cash sport checks, Data entry of receipts and deposits
- Processing accounts receivables collections and perform reconciliations

**Creditors Clerk****October 2004 – June 2006**

- Preparing daily supplier payment runs in accordance with credit payment terms
- Corresponding with Suppliers and respond to inquiries for outstanding invoices
- Performed monthly accounts payable reconciliations and filing

**Business Equipment Corporation****October 2002 - September 2004****Junior Accountant**

- Produced monthly bank reconciliations of the 5 bank accounts posting all transactions to the ledgers
- Handled the processing, distribution, accuracy verification and maintenance of invoices, interfacing extensively with suppliers
- Completed monthly Stocks take reconciliation
- Allocating security stationary to 14 branches
- Entering journals and payments in Navision

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**EDUCATION SUMMARY**

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**Master's in Management & Entrepreneurial Development Studies & Information Technology Degree.**

University of Zimbabwe (UZ)

**Bachelor of Management & Entrepreneurial Development Studies & Information Technology Degree.**

University of Zimbabwe (UZ)

**BSc (Hons) in Management & Entrepreneurial Development Studies Specializing in Banking & Finance.**

Women University in Africa (WUA)

**Institute of Chartered Secretaries and Administrators in Zimbabwe (CIS)**

- ✓ Completed Part A & B
- ✓ Part C: Cost And Management Accounting      Pass

**Excel Skills for Business: Intermediate**

Macquarie University

**Advanced Microsoft Excel**

EDUCBA

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**SKILLS**

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Financial Reporting & Analysis	Inventory Control & Costing	Leadership skills
Month & YE Closings	Ms Office & Excel Proficient	Communication skills
Budget & Forecasting	Attention to detail	Prioritizing