

PETREN SHAMISO CHACHA

Cashier

Detail-oriented Cashier with expertise in managing accounts payable/receivable, reconciling bank statements, and maintaining accurate financial records. Proficient in accounting software such as Excel, with a strong grasp of accounting principles. Adept at supporting audits, preparing financial reports, and ensuring compliance with regulations. Known for accuracy, organization, and excellent problem-solving skills in fast-paced environments.

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Dubai, UAE



EDUCATIONAL QUALIFICATIONS

- BSc Honors Degree in Administration & Political Science - University of Zimbabwe
- Customer Service & Communication Skills Training

PROFESSIONAL EXPERIENCE

POSITION: Accounting Assistant
Ownega Travels, Zimbabwe | October 2019 to December 2024

Job Responsibilities

- Preparing and maintaining accurate financial records, ensuring compliance with company policies and regulatory standards.
- Reconciling bank statements and general ledger accounts to identify and resolve discrepancies promptly.
- Assisting in the preparation of financial reports, budgets, and forecasts to support decision-making processes.
- Managing accounts payable and receivable, ensuring timely processing of invoices and payments.
- Supporting month-end and year-end closing activities, including journal entries and account reconciliations.
- Monitoring financial transactions to ensure proper documentation and adherence to internal controls.
- Collaborating with team members to streamline accounting processes and improve operational efficiency.

DETAILS

- Nationality
Zimbabwean
- Date of Birth
12 November 1995
- Gender
Female
- Availability
Immediately
- Visa Status
Visit Visa
- Languages
English (Fluent)

LITERACY

- MS Word
- MS Excel
- MS Outlook
- MS Power Point
- POS

POSITION: □ Accounting Assistant / Cashier

TM Pick and Pay, Zimbabwe | July 2018 to August 2019

Job Responsibilities

- Maintaining organized financial records and ensuring proper documentation of transactions for audit purposes.
- Reconciling bank statements, vendor accounts, and general ledgers to identify and resolve discrepancies.
- Assisting in the preparation of monthly financial reports, including balance sheets and income statements.
- Monitoring and updating accounts payable and receivable to ensure timely payment processing.
- Supporting payroll activities by verifying timekeeping data and calculating employee payments.
- Communicating with vendors and clients to resolve billing issues and clarify account balances.
- Ensuring compliance with company policies and relevant financial regulations in all accounting operations.

POSITION: Data Entry Clerk

Megavision Media, Zimbabwe | May 2017 to June 2018

Job Responsibilities

- Entering and updating data accurately into databases, spreadsheets, and company systems in a timely manner.
- Verifying data for accuracy and completeness to ensure consistency across records and reports.
- Organizing and maintaining digital and physical records to support efficient information retrieval.
- Reviewing and correcting discrepancies in data by comparing source documents with entered information.
- Performing regular data backups to secure and preserve information against potential loss.
- Assisting in generating reports and summaries from collected data for team analysis and decision-making.
- Collaborating with team members to improve data entry processes and maintain system efficiency.

CORE SKILLS

- Safety awareness
- Excellent customer service
- An ability to follow rules and procedures
- Remaining calm under stressful situations
- Reliability, flexibility and adaptability
- Empathy and understanding
- Organization and attention to detail skills.

ATTRIBUTES

- Highly reliable
- Self-motivated
- Always punctual
- Inherently honest
- Extremely hardworking
- Highly flexible
- Detail-oriented
- Team player
- Innovative thinker
- Strongly dedicated

REFERENCES

- Available upon request