



# Spencer Tafadzwa Matyorauta

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am looking for finance, banking and accounting related positions. I have 7 years of working experience and I have been in both private sector and public sector accounting.

I graduated with Honors in Bachelors of Accounting degree at the University of Zimbabwe last year. Computer skills which I possess are as follows; Microsoft Office (for accounting purposes Ms Excel), Pastel, Turbo Cash and Surge.

Duties from previous and current position; maintaining ledger accounts, debtors account, creditors account, cashbook, stock and asset register, receipting, budgeting, preparing financial reports, reconciliations (like bank reconciliation), financial advice and seating in procurement and finance committees.

Other skills possessed are; ability to work under pressure, meeting tight deadlines, ability to complete all tasks of the day and I have the ability to work as a team.

Preferred occupation	Accountants Finance jobs
Preferred work location	Durban City KwaZulu-Natal

## Contacts and general information about me

Day of birth	1991-04-10 (33 years old)
Gender	Male
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period **nuo 2011.03 iki 2016.10**  
 Company name Takunda Primary School  
 You were working at: Other jobs  
 Occupation Accountant  
 What you did at this job position? Duties; Preparing financial reports, budgeting and reconciliations. Maintaining ledger accounts, debtors and creditors ledger, asset and stock register. Receipting, seating in finance and procurement committees ( financial advice and financial highlights). Using Ms Office, pastel and turbor cash.

**Education**

Educational period **nuo 2010.03 iki 2011.02**  
 Degree Degree  
 Educational institution University of Zimbabwe  
 Educational qualification Accounting

**Languages**

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good

**Additional information**

Salary you wish R10000 R per month  
 How much do you earn now R6000 R per month