



# Mapitse Chiyangwa

Curriculum Vitae (CV)

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

I am looking for any Bookkeeping and Accounting Work such as Accounts clerk, Debtors or Creditors clerk or Accounts Assistance.

I am a Zimbabwean citizen residing in Capetown. I have 10 years experience at TN Harlequin Luxaire Limited. I have 5 O-level passes in General certificate of Education, and Intermediate Bookkeeping and Accounts certificate for Pitman exams.

I am studying SAAA. Diploma only left with 2 subjects.

I have experience in the following areas.

Cashbooks update and Bank reconciliations

Debtors and Creditors update and reconciliations

Control Accounts reconciliations

Asset register maintenance

Preparation of monthly management accounts

Preparation of monthly cash flows and budgets

Monitoring and controlling expense accounts

Quarterly stock takes and inventory valuation

Preparation of year end audits

Preferred occupation                      Accounts Clerk  
Finance jobs

Preferred work location                      Cape Town  
Western Cape

## Contacts and general information about me

Day of birth                                      1968-10-20 (56 years old)

Gender    Male

Residential location                              Cape Town  
Western Cape

Telephone number                              *Information is available only for registered users.*  
[Sign in](#)

Email address                                      *Information is available only for registered users.*

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### Work experience

Working period **nuo 2000.08 iki 2015.10**  
Company name TN Harlequin Luxaire ltd (Zimbabwe)  
You were working at: Other jobs  
Occupation Senior Bookkeeper  
What you did at this job position? Prepares monthly financial statements

### Education

Educational institution SAAA Diploma  
I could work I could work with minimun supervision.and I'm a team player who is innovative.and can think outside the box.and a

### Languages

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

### Computer knowledge

Microsoft office  
Syspro  
Pastel Accounting

### Additional information

Your hobbies Fishing  
Watching soccer  
Learning new things  
Driver licenses B Light Vehicle ≤ 3,500kg  
Driver license from 2015-06-00 (9 years)  
Salary you wish 10000 R per month