



Noreen Moyana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Junior assistant accountant or accounts clerk

| | |
|-------------------------|-----------------------------|
| Preferred occupation | Accountants Finance jobs |
| Preferred work location | Other Limpopo Limpopo |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1986-03-14 (38 years old) |
| Gender | Female |
| Residential location | Thabazimbi Limpopo |
| Telephone number | <i>Information is available only for registered users.</i> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Work experience

| | |
|------------------------------------|--|
| Working period | nuo 2017.09 iki 2019.10 |
| Company name | Plan International |
| You were working at: | Accountants |
| Occupation | Assistant Accountant |
| What you did at this job position? | Updating cashbooks, preparation of bank reconciliations, capturing of data in SAP, Reviewing of budgets, submitting documents for approval, scanning documents, printing, attending auditors, preparation of quarterly reports that is balance sheet, journalising of entries, |
| Working period | nuo 2009.04 iki 2014.10 |
| Company name | Romsdale investments |
| You were working at: | Accountants |
| Occupation | Accounts clerk |
| What you did at this job position? | processed payments to farmers, Assisted with all financial transactions, Inputs recoveries, Reconciliations |

Education

| | |
|---------------------------|---|
| Educational period | nuo 2015.08 iki 2019.05 |
| Degree | Honours |
| Educational institution | Great Zimbabwe University |
| Educational qualification | Bachelor of Honours degree in Accounting |
| I could work | Under minimum supervision or even without |

Languages

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

Computer knowledge

Microsoft Word
 Microsoft Excel
 Microsoft PowerPoint
 SAGE evolution
 SAP

Conferences, seminars

Team building at Manna Safari resort- 2017

Recommendations

| | |
|----------------|---------------------------------------|
| Contact person | Vivian Charera |
| Occupation | Accountant |
| Company | Plan International Chiredzi |
| Email address | Vivian.Charera@plan-international.org |

Additional information

| | |
|--------------------------|--|
| Your hobbies | Watching television Reading newspapers Playing netball |
| Driver licenses | None |
| Salary you wish | 15000 R per month |
| How much do you earn now | Nill R per month |