



# Esther Vimbainashe Jerera

Curriculum Vitae (CV)

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

I am a dependable Accountant, with exceptional ability to adapt to new systems and procedures, ability to work under pressure and yet maintain a professional approach at all times. Business minded, with demonstrated initiative, self-motivation and a quiet strength of character. I have high developed communication skills, with a flair for building rapport and trust with a diverse range of personalities. Team spirited with an ability to connect with people. Professionalism exhibited by success in establishing personal goals and employing organisational skills. Integrity and honesty are central to my professional behavior.

Preferred occupation	Accountants Finance jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1993-10-08 (32 years old)
Gender	Female
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2012.03 iki 2012.10</b>
Company name	Gramford Enterprises
You were working at:	Farmers
Occupation	Client centre service Clerk
What you did at this job position?	Processing Claims and Pastel data processing, petty cash, debtors and creditors, invoicing, receipting and banking .Adjusting Client details and balances. Attending to queries raised by clients. Ensuring that all procedures support the effective execution of all business activities, services include: banking

Working period	<b>nuo 2012.11 iki 2016.07</b>
Company name	BCA Forensic Audit Services (Private) Limited
You were working at:	Accountants
Occupation	Audit Supervisor
What you did at this job position?	Planned for audits and procedures. Analysis of company systems and recommending controls where necessary. Improved time management as reports are supposed to be thorough and completed within client's selected window period. Good understanding of the accounting principles and standard expected procedures. Produced reports for the following sectors and organizations: Ministry of Education(Zimbabwe School Examination Council (ZIMSEC), Retail (TN Mart), Mining (ZIMROCK), Air Transport(Air Zimbabwe (Private) Limited), Health (Rock Foundation Medical Center), Banking(Banc ABC Zimbabwe, Homelink (Private) Limited)

### Education

Educational period	<b>nuo 2013.01 iki 2015.10</b>
Degree	Professional Qualification
Educational institution	Association of Certified Chartered Accountants
Educational qualification	Chartered Accountant
I could work	In any accounting or Audit role.

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

### Computer knowledge

Microsoft Office Suite (Advanced Skills)—Word | Excel| PowerPoint

☐ I work accurately with numbers and possess high mathematical proficiency.

☐ Naturally pay high attention to detail.

☐ I have an appreciation of the SAP, Pastel, Leasepac and Flex Cube Oracle system acquired from the systems audit's I conducted in the Transport and banking industry respectively.

### Recommendations

Contact person	Mr M Mukosi
Occupation	General Manager
Company	Gramford Enterprises
Telephone number	+263772996711
Email address	mmukosi@gramford.co.zw

Contact person	Mr P Mutototi
Occupation	Audit Manager
Company	BCA Forensic Audit Services
Telephone number	+263
Email address	princetinash@gmail.com

#### **Additional information**

Your hobbies	Researching, singing and playing Volleyball.
Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Salary you wish	20000 R per month
How much do you earn now	18000 R per month