



Edgar M Gora

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Bookkeeper, Credit Controller, Accounts Clerk, Accountant

Very adept with numbers, very accurate and able to meet deadlines under pressure with minimum supervision

I have good leadership skills and very well able to work in a team and a fluid team player

I have perfect corporate communication skills, both written and oral

Very flexible to work in other departments like Administration, Stores, Operations

Though experienced, partly qualified yet willing and able to start at entry level, willing to learn and able to adapt to new environments.

Preferred occupation

Finance jobs

Administrators

Administrative jobs

Contacts and general information about me

Day of birth 1983-01-15 (42 years old)

Gender Male

Telephone number *Information is available only for registered users.*
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Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2013.10 iki 2016.12**

Company name Supergroup Africa

You were working at: Accountants

Occupation Bookkeeper

What you did at this job position? Monthly Financial Reporting up to Balance Sheet • Reconciling the Trial Balance • Fixed asset register maintenance • Intercompany Loans Reconciliation • Cash flow management • Daily transaction processing in Pastel • daily cashbook postings & bank reconciliations • Audit File Preparation • Preparing and posting Salaries Journal, Provisions Journals & Prepayments Journal • Tax Computations & Compliance Administration • General Procurement & Inventory Supervision • Payroll Processing & General HR Functions • Supervision of Accounts Clerks

Working period **nuo 2010.03 iki 2013.10**

Company name Supergroup Africa

You were working at: Accountants

Occupation Credit Controller

What you did at this job position? • Monthly Debtors Reconciliation • Revenue Recognition & Analysis • Debtors Report preparation • Liaising with Customers with Regards Payments • Vetting Credit Customers in line with Company Credit Policy • Invoicing & Debt Collection • Reconciling Delivery Orders, Purchase Orders to Goods Recived • Bank Reconciliations & Cash Book Maintenance • Debtors Ageing • General supervision of stores • Planning & monitoring monthly stock takes for all warehouses • Performing stock adjustments

Working period **nuo 2008.03 iki 2010.02**

Company name Versapak Plastic Manufacturers

You were working at: Accountants

Occupation Costing Officer

What you did at this job position? • Preparation of Manufacturing Account • Cost of Sales Analysis by budget • Preparation of Production Cost Statement • Collation of material and production costs • Monitoring and analysis of raw material purchases • Checking and monitoring purchase orders • Reconciling purchases order and actual goods received • Inventory system maintenance (Raw-Materials, WIP and Finished products) • Ensure strict adherence to purchasing policy, process and procedure • Monitoring cost of hiring of equipment when needed • Monitoring cost of hiring of casual labors

Working period **nuo 2005.07 iki 2008.02**

Company name Unifreight Limited

You were working at: Administrators

Occupation Administration Officer

What you did at this job position? • Compute and Determine Prices (Transport Rates) • Assist in revenue strategic planning • Compile operational reports: 1. trip reports, 2. fuel consumption and kilometres 3. Dollar per Kilometre Report • Monitor fuel consumption and maintenance costs • Liaise with Operations Manager and Supervisor on operations efficiency, • Administer fleet allocation to contracts • Administer adherence to service schedules and plans, • Administer Fleet Insurance & Licensing is up to date • Administer Accident procedure • Recommend on feasibility of local and cross-border rates and liaise with clients

Working period **nuo 2003.05 iki 2005.06**

Company name Lifestyle Furnitures

You were working at: Administrators

Occupation Stores Clerk

What you did at this job position? • Monthly Bill of Entry Register for Bond Stocks • Ensuring Procedures are in Accordance with ZIMRA Policies & regulation • Processing GRVs • Processing Stores Requisitions • Stocks - Control and Monitoring • Orders - Receiving and dispatching to production • Control of Bond Warehouse Inventory • Monthly Stock Control • Stock Reconciliations & necessary adjustments in Syspro • Related Administration

Education

Educational period **nuo 2004.01 iki 2004.12**

Degree Professional Qualification

Educational institution ACCA

Educational qualification Preparing Financial Statements, Information Syatems

Educational period **nuo 2000.01 iki 2000.11**

Degree Certificate

Educational institution University of Cambridge with ZIMSEC

Educational qualification Advanced Level (Mathematics, Geography, Management of Business)

Educational period **nuo 1996.01 iki 1999.11**

Degree Certificate

Educational institution ZIMSEC

Educational qualification Ordinary Level

Languages

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

Pastel Evolution

Pastel Partner

Syspro

Microsoft Excel (Advanced)

Microsoft Office Packages

Recommendations

Contact person	Mamodise Morobe
Occupation	Finance Manager
Company	Supergroup Africa
Telephone number	+27832910552
Email address	mmorobe@yahoo.com

Additional information

Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	2012-10-00 (13 years)