

# CURRICULUM VITAE FOR TARIRO MAREWO

Date of Birth: 20 September 1999  
Gender: Female  
National ID Number: 15-199094 D15  
Nationality: Zimbabwean  
Marital status: Single  
House Address: House Number 4368, New Canaan, Highfields, Harare, Zimbabwe  
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License: Clean class 4 drivers license

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## **Carrier objectives**

- To fill a position that fits my capabilities, competences and education.
- To be able to transform and apply theory into practice during the course of my career

## **Summary of key competences and personal attributes**

- Hard working, highly motivated and goal oriented
  - Team player and works well with others
  - Highly flexible and ability to adapt to new environment
  - Ability to produce exceptional results with minimum supervision
  - Excellent written and verbal communication skills
  - Attention to details and accuracy
  - Driven by an underlying desire to know and learn more
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## **Education and certificates**

- Bachelor of Science Honours Degree in Accountancy at Chinhoyi University of Technology (2021). Degree Class: 2.1 (B)
  - 3 'A' Level Subjects Mathematics, Accounting and Economics at Chipindura High School (2017).
  - 9 'O' level Subjects including Mathematics and English at St Albert's High School (2015)
  - National Foundation Certificate in Computer Operations and Packages (2015)
  - ACCA (Current studies)
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## **Skills highlights**

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|------------------------|-----------------------|-------------------|
| • Microsoft Word       | • Auditing            | • PASTEL          |
| • Microsoft Excel      | • Belina Payroll      | • Cost Accounting |
| • Microsoft PowerPoint | • Financial Reporting | • QuickBooks      |

## **Experience**

### **Company: KLM Chartered Accountants**

**Department:** Audit and Assurance

**Position:** Audit intern (January 2020 –December 2020)

#### **Key Duties:**

- Objectively review an organisation's business process
  - Performing substantive procedures on cash and bank, operating expenses, other income, trade receivables and other cycles assigned
  - Assisting in reviewing the effectiveness of internal control systems of a client
  - Assessing the organisation's system of internal control through documenting comprehensive systems notes outlining key processes/ activities and major risks
  - Designing and performing effective substantive audit procedures to gather sufficient, appropriate audit evidence
  - Assisting in reviewing the accuracy and completeness of accounting records.
  - Communicating the results of the audit through audit reports
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### **Company: Portnet Private Limited**

**Department:** Finance and Administration

**Position:** Finance and Administration Intern-Contract (April 2022 to July 2022)

#### **Key Duties:**

- Recording financial transactions, preparing complete and accurate general ledger accounts
  - Project management
  - Budget preparation
  - Administrative duties
  - Communicating with clients
  - Filling all payment vouchers and receipts
  - Preparing cash receipts to record all income received
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### **Company: LA Cargo Services**

**Department:** Accounting

**Position:** Accounts Clerk (August 2022 to February 2024)

#### **Key Duties:**

- Processing payment requisitions
- Processing invoices, income and receipts and entering data into the accounting software
- Processing and reconciling petty cash ledger transactions
- Completing VAT, PAYE and NSSA returns
- Processing and reconciling accounts receivable and accounts payable
- Bank reconciliations preparation

- Monitoring financial transactions and preparing consolidated financial reports
  - Updating and maintaining the general ledger
  - Developing monthly management accounts
  - Filling in CD3 forms in RBZ System
  - Budget preparation and forecasts
  - Payroll administration
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**Company: Bripak Manufacturing Private Limited**

**Department:** Accounting

**Position:** Accountant (March 2024 to date)

**Key Duties:**

- Managing day to day financial operations of the business including trade payables accounts receivable, general ledger entries and bank reconciliations
  - Ensuring accurate and completeness of financial record
  - Inventory management- oversee inventory control processes, including stock tracking, reconciliations and valuation
  - Performing physical inventory inspection and monitoring
  - Preparing weekly, monthly and quarterly financial reports for management
  - Compliance and risk management – ensuring compliance with the financial regulations, accounting standards and internal controls
  - Cost Accounting – analysing changes in raw materials, manufacturing methods provided to determine effects on costs
  - Analysing actual manufacturing costs and preparing periodic reports comparing standard costs to actual production costs
  - Administrative duties
  - Asset management - maintaining the asset register and reporting on the state of all assets at the warehouse
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**References**

**Mr Kamuzangaza-Managing Partner (KLM Chartered Accountants)**

Cell: 0775 848 007, Email: lkamuzangaza@klmca.co.zw

**Mr Wachi -Finance and Administration Manager (LA Cargo Services Pvt Ltd)**

Cell: 077 220 6476, Email: jabu@lacargogroup.com

**Miss Wendy Mukombwe – Finance Assistant– (Portnet Corporation Pvt Ltd)**

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**Ms F Matava - Finance Manager (Bripak Manufacturing Pvt Ltd)**

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