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CURRICULUM VITAE FOR MAXWELL MURINGISI

PERSONAL DETAILS

Sex: Male

Visa status : Visit Visa

Languages: English and shona

Nationality: Zimbabwean

Location : United Arab Emirates

Email : muringisim75@gmail.com

CAREER OBJECTIVES

Seeking a varied and challenging Accounts or Finance position to satisfactorily perform my duties and push beyond boundaries for the benefit of my employer and advancement of my career.

BACKGROUND SUMMARY SKILLS

Accountant with a history of accurately and efficiently supporting accounting activities for a diverse range of clientele. 7+ years of experience in presenting data, analyzing cost control, providing financial reports, and delivering profit and loss statements under time pressures. Achievements include saving Mullover Enterprises \$120,000 by bring up to date Financial accounts which were two years due to tax authorities and was incurring interests.

AREA OF EXPERTISE

Financial reporting, strong analytical skills, Taxation reporting, Budgeting and forecasting, Reconciliations, Expense account variance ,Cost reduction strategies

WORK EXPERIENCE

Accountant

Mullover Enterprises P/L

01/2015 – Present

Achievements

- Managing all financial accounting transactions to ensure compliance.
- Prepare budget forecasts- Verify, allocate, post and reconcile accounts payable and receivable
- Produce error-free accounting reports and present their results
- Analyze financial information and summarize financial status
- Spot errors and suggest ways to improve efficiency and spending
- Review and recommend modifications to accounting systems and procedures
- Manage accounting assistants and bookkeepers
- Participate in financial standards setting and in forecast process
- Provide input into department's goal setting process
- Prepare financial statements and produce budget according to schedule
- Compute taxes ,audits and tax returns
- Direct internal and external audits to ensure compliance
- Plan, assign and review staff's work
- Support month-end and year-end close process
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Manage balance sheets and profit/loss statements.
- Reconciling the company's bank statements and bookkeeping ledgers.
- Generating the company's financial reports using income and expenditure data
- Keeping a check on the company's finances based on financial status
- Monitor and collect accounts receivable by contacting clients via telephone, email, and mail

WORKEXPERIENCE

Assistant Accountant

Dunstan transport Private Limited

11/2005 – 12/2014

- Provide support to the Accountant and the team during month end closing.
- Assisting in the preparation of management reports
- Perform balance sheet reconciliations for review by the Accountant ,Working alongside AP, AR and cashiers to assist with the processing of invoices, payments and receipts against hedges, proactively looking to resolve issues
- Establish and maintain working relationships with professional colleagues from other disciplines and within the finance team Customer focused with a professional approach to work
- Help develop robust financial processes and procedures and help facilitate change
- Assist with direct and indirect tax compliance in liaison with tax advisors

PROFESSIONAL OUALIFICATION

Master of Business Administration (MBA) (*ZOU 2018-2023*)

BCom Accounting degree (*ZOU 2005-2012*)

Institute of certified Bookkeepers (Icb) South Africa (*Fellowship Diploma 1997-2003*)

Computer packages

Pastel Accounting, Microsoft word, SAP , Microsoft excel.

Declaration

I hereby declare that the above mentioned information are true and correct to the best of my knowledge and belief.