

Vushe Thabo Ndlovu

Male • 35 years • Married

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PROFESSIONAL SUMMARY

Financially and operationally driven accounting professional with 6 years demonstrated expertise, managing audits and compliance, financial reporting, general ledger, AP/AR and taxation functions for accounting consultancy, hospitality, and civil society entities. Highly proficient in financial reporting systems and committed to achieving meticulous financial oversight with a strong knack of identifying cost-saving opportunities as well as enhancing internal controls. Proven track record of increasing financial efficiency by 20% through implementing new ERP system, 25% overhead costs reduction in an annual financial year period through process re-design in various departments. Excellent cross-functional collaboration, providing financial analysis and insights, helping to align departmental goals with financial goals.

CORE SKILLS & COMPETENCIES

◇ General ledger expertise	Revenue & Profit Growth	Book-keeping and accounting
◇ Stakeholder & client relations	Regulatory compliance	Financial Management
◇ Financial Reporting	Budgeting and forecasting	Sage Pastel & QuickBooks
◇ Payroll Accounting	Cash Management	Audit and controls
◇ Tax calculations	Spreadsheet proficiency	Strong attention to detail.
◇ Knowledge of GAAP	Microsoft proficiency	Excellent multi-tasker

Major highlights

- ◇ Lead the development of a digital online system for supplier's payment requests and reconciliations during the 2020 covid pandemic. This seamlessly integrated with existing operating systems resulting in operational efficiency, reducing costs and processing time by 55%.
- ◇ Performed a key role in cost-reduction initiatives, after consultation with departmental heads, using previous period reports, strategic cuts and reallocations as well as identifying over-budgeted areas, which in overall contributed to a 15% savings in the annual budget.
- ◇ Reduced hotel annual payroll expense significantly by replacing some permanent staff in some departments with casual workers, reducing the annual payroll expense by 45%, saving the company USD27 000.
- ◇ Steered the process improvement for the hotel, reduced month end closing time by 65% through leading a process redesign, developing new spreadsheets, and deploying procedures that were compliant with accounting standards and corporate guidelines.

PROFESSIONAL EXPERIENCE

Active Management Consultancy (UAE)-Accountant

July 2022- Jan 2024

- φ Maintained and kept current books and records of 10 portfolio clients such as: cash receipts and disbursement journals, Dividend record, Security and general ledgers, Daily expense and income accruals, Trial balance and Purchase and sales portfolio securities journal.
- φ Managed clients' financial records and transactions using QuickBooks desktop premier, enhancing accuracy and compliance by 35%

- ϕ Improved financial reporting speed by 20%, facilitating timely decision-making and performance tracking
- ϕ Performed financial reporting presentations and detailed variance analysis to senior management, using Microsoft programs contributing to 50% increase in data accuracy and support strategic planning and decision making.
- ϕ Completed timely filling of quarterly tax returns to FTA and avoided any penalties while ensuring compliance.
- ϕ Developed a robust accounting reporting system that provided real-time financial data, supporting a 7% growth in revenue
- ϕ Prepared financial statements and performed comprehensive financial analysis for clients records, that identified potential areas of cost savings, resulting in a decrease in monthly operating costs.
- ϕ Streamlined invoice processing time, shortening average payment cycle by 10 days improving entities cashflow
- ϕ Collaborated with audit team to redesign and improve internal control processes, reducing process turnaround time by 40%.

Kentucky Hotel (Zimbabwe)-Accountant

June 2020- May 2022

- ϕ Maintained company's general ledger, accounts reconciliation and monthly close processes with 100% accuracy.
- ϕ Managed financial records and transactions using Sage Pastel, ensuring 100% accuracy and providing insights to management of the hotel's financial performance.
- ϕ Prepared and analysed monthly financial statements in accordance with accounting standards and regulations, which helped in analysing and improving cash flows by 15% through excellent capital management strategies.
- ϕ Collaborated with management team to implement strategic pricing models and promotions that increased occupancy rates by 10% in six months.
- ϕ Oversaw the reconciliation of USD 30k+ in monthly guest ledgers, reducing outstanding receivables by 20%.
- ϕ Enhanced accounts payable and receivable processes, paid suppliers in time improving vendor relationships and credit terms, leading to reduction in operational costs.
- ϕ Developed financial forecasts and budgeting for hotel operations contributing to 20% reduction in expenses through departmental collaboration and targeted cost management.
- ϕ Maintained and prepared hotel payroll including summary registers and reports for a small staff of under 50.
- ϕ Prepared and filed quarterly VAT returns and corporate tax in compliance with tax laws and regulations.
- ϕ Performed monthly cashbook, bank reconciliations and general ledger analyses resolving discrepancies.
- ϕ Contributed to successful external audit of financial records by maintaining precise documentation, which facilitated a 30% quicker audit process and consistently meeting compliance standards without significant findings

Zimbabwe Council of Churches (NGO)-Finance Assistant

Dec 2017-May 2020

- ϕ Handled daily accounting operations, including general ledger transactions, journal entries, AR and AP using Sage Pastel, maintaining financial accuracy, and reducing month end close by 3 days
- ϕ Managed and handled petty cash for grants over USD200k annually.
- ϕ Reconciled bank statements, petty cash and fixed discrepancies in a timely manner
- ϕ Worked closely with programs team in budget and proposal preparations, programs implementation and updated a budgetary tracking system to monitor cashflows and aid with financial reporting
- ϕ Created and maintained an accurate filing system for financial documents
- ϕ Assisted in the preparation of financial statements, budgets and cashflow forecasts
- ϕ Collaborated with accounting staff to reconcile financial discrepancies across accounts, reducing month-end closing times by 3 days.
- ϕ Worked closely with auditors in project specific audits and institutional audits to ensure accurate reporting and compliance with financial regulations.

- ϕ Supported the general office administration and collaborated with other departments, processing bank transfers for authorized payments as instructed by Chief Finance Officer.

SUMMARY OF OTHER ROLES

- ϕ **Logistics Assistant**, Zimbabwe Council of Churches
- ϕ **Accounts Intern**, OK Zimbabwe (Retail FMCG)

June 2017- Nov 2017

July 2012-Aug 2013

EDUCATION

Current study: Diploma in ACCA (Applied skills)

BCOM Degree Business Management (Merger Finance) • MSU • 2010-2014

Advanced level: 2 subjects Cambridge 2009

• 3 subjects Zimsec 2009

Ordinary level: 7 subjects

REFERENCES

Available on request