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**TAWANDA CHABARA**

BANKING & FINANCE PROFESSIONAL | LECTURER | HUMAN RESOURCES

Walmer, Port Elizabeth, South Africa

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**PERSONAL STATEMENT**

An enthusiastic, friendly and keen apprentice in the field of banking, financial literacy, capital markets operations and investment. Possesses excellent numerical & data entry skills along with a comprehensive theoretical understanding of investment vehicles, banking operations, banking principles, credit, managing investments, investment regulations, and financial services principles. I am also a well-presented, articulate, disciplined and diplomatic individual with good commercial, financial and business instincts. Currently, I am seeking for an opportunity to convert the theoretical knowledge from school into pragmatic knowledge, at the same time showcasing great competence, skills and good behavior attitudes that set an example in the financial service industry as well as contributing significantly to the ever dynamic environment.

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**AREAS OF CORE INTEREST**

● International Trade and Finance ● Financial Management (Corportate Finance)

● Capital Markets and Institutions    ● Internal Controls

● Financial Risk Management ● Banking Institutions, Operations and Markets

● Strategic Financial Management & Corporate Strategy, ● Investment management

● Trading/Stock broking ● Banking procedures and operations

● Treasury management ● Financial modelling and engineering

**SKILLS & COMPETENCIES**

* **Job Related Skills:** Strong analytical and logical abilitity; Excellent financial modelling skills in excel, A strong eye for detail, moderate skill on statistical Data Analysis, Financial Acumen, Client service orientation, strong financial accounting knowledge, Commercial acumen and innovative.
* **Personal Skills:** Leadership Skills and management experience (Decision Making, Strategic Thinking and Acting), Ideation, Time Management; Problem solving skills, Planning and organisation, teamwork, Interpersonal skills, patient and good financial reporting ability.
* **Communication Skills:** Excellent written and verbal communication skills (speaking in public, writing speeches, reports, presentations)
* **Language**: Both spoken and written English language
* **Systems Utilization and Technology Skill:** Proficient use of MS Office Suite (Word, Excel, PowerPoint), Econometric software packages (SPSS, EViews and Stata), and Sage Evolution.  Possesses basic knowledge and proficiency in predictive analytics, accounts payable automation, SAP accounting software.

**KEY ACHIEVEMENTS**

* Successful management of school funds that comprised of over 1300 pupils in 2018 as an internship student
* Achieved positive audits reports from both internal and external auditors for proper bookkeeping and accounting standards
* Great Zimbabwe University Book Prize for Best Student Banking and Finance in 2018
* Great Zimbabwe University Vice Chancellor’s Award Banking and Finance in 2018
* Most distinguished Student award at Institute of Administration and Commerce in 2015

**WORK EXPERIENCE**

**PART-TIME SENIOR PHASE TEACHER January** 2020- **December 2020**

**Glorious Acho Christian Academy – Port Elizabeth**

**Key Responsibilities**

* Create lesson plans in Mathematics, Business Studies, and Accounting;
* Lesson delivery from Grades 8-10 classes
* Create tests, assessment and activities for learners in line with the national curriculum
* Track student progress and present the information to school authority as well as communicating with parents,
* Maintaining and reinforce discipline , manage students inside and outside the classroom,
* Working with school administration in preparing students for evaluation tests, and assessments
* Planning work and preparing Assessments in Line with National Curriculum

**SCHOOL BURSAR (School Accountant) Internship** January 2018 - November 2018

**Tomlinson Primary School, Harare Zimbabwe**

**Responsibilities:**

* Overseen day-to-day cash management for the school
* Managing accounts payable and receivable on daily basis tracking aging debtors and settling overdue liabilities
* Conducting cost and productivity analyses for every project and program that requires financing
* Producing school financial reports on monthly, quarterly, annually and compare to the proposed budget and report variances with justification
* Supervision of the receipt and banking of school funds ensuring that correct receipting has been done and all funds are banked daily before close of day
* Analysing the daily bank statement and synchronising it with the physical receipts and payment vouchers for reconciliation of figures.
* Updating the students accounts record daily using Sage evolution package
* Crafting the school budgets for all activities and advising on financial position to the school heard
* Act as the treasury on all fundraising activities, development committees, school projects on behalf of the school
* Reporting to the School Head the general financial situation of the school as well as on investment opportunities
* Procurement of all the school requirements
* Overseeing the financial administration of school projects such as poultry, agriculture, school shop that generated monthly revenues of $20000 USD in 2018
* Timely production of fees statements to the parents and school administrators with minimal errors in 2018

**TRAINER/LECTURER** August2017 – December 2019

**Zimbabwe Republic Police Protection Unit Professional Updating Center –Harare, Zimbabwe**

**Responsibilities:**

* Researching on training needs and designing suitable training programs to address identified deficiencies
* Developing training material that covers the key concepts/knowledge in identified deficiencies
* Conducting courses using relevant instructional methods such as individual training, group instruction, demonstrations, conferences, meetings and/or workshops
* Conducting post-training assessments and analysis to evaluate effectiveness of the training provided
* Coming up with intervention programs that assists trainees with problems concerning how to perform specific tasks related to their ranks, positions and responsibilities
* Research and Development of further training needs, change programs, skills need and training deficiencies.
* Carrying out Lesson delivery and evaluation of training programs using both traditional and modern methods

**FREELANCE TUTOR August 2017-Present**

Providing tutorship to university and high school students in commerce and mathematics subjects

Provide private instruction to individual or small groups of students to improve academic performance, and prepare for academic tests.

Research or recommend textbooks, software, equipment, or other learning materials to complement tutoring.

Prepare lesson plans or learning modules for tutoring sessions in subjects of financial management, treasury management, portfolio management, investment analysis, international financial markets and other related subjects to undergraduate classes

Assisting in academic dissertation writing, topic formulation, data analysis and dissertation editing

Providing online tutorials to high school and undergraduate students through google classes, zoom and wondershare filmora platforms.

Travel to students' homes, libraries, or schools to conduct tutoring sessions.

**EDUCATION & PROFESSIONAL CERTIFICATION**

* **Bachelor of Commerce (Hons) Banking And Finance -** Great Zimbabwe University - 2018
* **Diploma in Adult Education -** University of Zimbabwe - 2019
* **Diploma in Information Communication Technology -** Herentials College, Zimbabwe – 2008

**Certificates and transcripts are available on request.**

**REFERENCES**

**Available on request**