**TINASHE MATEWE**

**C.V.**

**Personal Information:**

Address: 54 Park Avenue, Parklands Main Road, Parklands,

Cape town, Western Cape, South African

Mobile: +27742505014

E-mail: tmatewe@yahoo.com

Nationality: Zimbabwean.

Gender: Male

Date of birth: 21/04/1991

**OBJECTIVE**

Seeking a permanent position that offers continued learning and development, career progression, office administration and accounting experience.

**EXECUTIVE SUMMARY**  
I have experience in various aspects of office and warehouse administration, delivery services, supervision of staff and stock management.

**FUTURE ASPIRATIONS**

My long term goal is to become a qualified Chartered Accountant. This will be archived by completing the following:

* Completing my ACCA qualification
* Completing SAICA articles
* Completing SAICA exams

**CURRENT STUDIES**

* ACCA Qualification (ACCA)

**ACADEMIC QUALIFICATIONS**

* Higher Certificate in Accounting Sciences (UNISA)

**WORK EXPERIENCE**

Employer: **Diletto distribution**

Type of business: Distribution Company

Period of Service: 04/02/2013-29/07/2016

Position **Bookkeeper**

**Agnes 0609713392**

**Duties and Key Responsibilities:**

* Petty cash
* Invoicing
* Online payment
* Bank reconciliation
* General office administration
* Procurement manager
* Printing picking slips
* Processing telesales orders

**Driver**

* Uplifting stock
* Prepare everyday rout
* Deliveries
* Collecting stock from suppliers
* Merchandising

**Warehouse**

* Stock taking
* **Supervisor**
* Receiving stock from suppliers
* Costing stock in the system
* Returns process

Employer **BP Park drive**

Type of business Service station

Period of service 01/04/2011-25/01/2013

Position **Cashier/Till Operator**

**Sammy 0717632229**