

## CV FOR MACCLAIR G. MURONZI

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I'm an Articled Accountant with vast experience in internal controls, risk assessment, financial reporting, taxation, auditing, corporate Finance, Budgeting, Cashflow management, reconciliations, payroll process and review, costing, working capital management, report writing and presentation, Pastel Evolution, Case ware, Belina payroll, vlookups, excel and word processing;

### Career History

1. **Assistant Audit Manager**-KLM Chartered Accountants-January 2020 to date;
2. **Assistant Accountant** –Pangolin Mines and Minerals -1 October 2019 to 31 December 2019;
3. **Audit Senior** -AMG Global Chartered Accountants-1 January 2019 to 30 September 2019;
4. **Assistant Auditor**- AMG Global Chartered Accountants-1 January 2018 to 31 December 2018;
5. **Audit Clerk** - AMG Global Chartered Accountants-1 January 2015 to 31 December 2017;

### Professional and Academic Qualification

1. ACCA –current studies
2. Bachelor of Accounting Science in Financial Accounting (UNISA) (2015-2017)
3. 'A' Level passes including Mathematics and Accounting: Mandedza High School
4. 10 'O' Level passes including Mathematics and English: Mandedza High School

### Work Experience-5 years in Accounting, Auditing and Taxation

1. Financial Reporting -;
  - Preparation of annual financial statements in accordance with International Financial Reporting Standards(IFRS);
  - Monthly management accounts.
  - Annual budgets and forecast
  - Advising accounting advisory clients on how to apply IFRS; and
  - Performing financial statements analysis to aid management decision making.
  - Preparation of month end reconciliations (bank, debtors and creditors)
  - Journal preparations (Capturing financial transactions in the system and maintaining ledger accounts)
  - Inventory management
2. Taxation-;
  - Calculating tax payable/refundable for tax heads such as VAT, CGT and Income tax;
  - Submission of tax returns in compliance with Zimbabwean tax legislation;
  - Calculation of current and deferred taxation;
  - Review of clients' compliance with the provisions of Income Tax Act, Capital Gains Tax Act and Value Added Tax Act;
  - Company registration; and
  - Submission of Companies annual returns.
3. **Auditing and Internal Controls**
  - Objectively review an organisation's business processes;
  - Assigning and reviewing work performed by audit assistants;
  - Evaluating clients' internal controls relevant to the audit
  - Making recommendations on how to improve internal controls and governance processes;
  - Designing and performing effective substantive audit procedures to gather sufficient, appropriate audit evidence;
  - Drafting the audit opinion for Partner's review, management letters which highlight identified

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deficiencies in internal controls and problems encountered during the audit and provide recommendations for improvement;

- Attending and participating in meetings with clients' senior management and directors; and
- Performing agreed upon procedures.

**Clients Audited:** Medtech Holdings and its six subsidiaries-(FMCG), Sinapis Holdings Limited (Mining,Manufacturing,Farming,Construcion and Health); Speedlink Cargo-Freight Industry, Alliance Insurance, Evolution Insurance, NGOs and other institutions.

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### REFERENCES

- 1 **Tariro Mhuka**, AMG Global Chartered Accountants, Audit Partner, 3 Elcombe Avenue, Belgravia, Harare, Cell number: 0772 129 320, Tel: (0242) 251415-8,email: [tariromhuka@amgglobal.co.zw](mailto:tariromhuka@amgglobal.co.zw)
- 2 **Lovemore Kamuzangaza**, Managing Partner, KLM Chartered Accountants, Cell number: 0775 848 007, email: [lkamuzangaza@klmca.co.zw](mailto:lkamuzangaza@klmca.co.zw).
- 3 **Donna Dally**, Finance Team Leader, Pangolin Mines and Minerals, Flat 11, 33 Keywest, Ceres road, Avondale, Harare: 0774 666 873