TINOTENDA MKWEKWEZEKE

Makeni, Lusaka, Zambia | +260 773 100 260 | tinotendamkwekwezeke251@gmail.com

CONTACT

Detail-oriented Accounts and Finance Assistant with hands-on experience handling day-to-day transactional accounting, ledger maintenance, and statutory tax compliance in Zambia. Proven record executing monthly bank reconciliations, managing Accounts Payable/Receivable (AP/AR), administering petty cash, and filing monthly ZRA returns (VAT, PAYE, WHT) via ZRA Smart Invoicing. FIA ACCA part-qualified (3 of 7 papers completed) at ZCAS, actively studying toward full FIA completion by December 2026. Adept at Microsoft Excel and currently practicalizing QuickBooks to deliver accurate bookkeeping and financial support.

CORE SKILLS & COMPETENCIES

- Financial Accounting: Accounts Payable (AP), Accounts Receivable (AR), Bank Reconciliations, Petty Cash Management, General Ledger Support, Invoicing & Billing.
- Taxation & Statutory Compliance: ZRA Smart Invoicing, VAT Returns, PAYE Calculations & Filings, Withholding Tax (WHT), ZRA TaxOnline Portal.
- Software & Systems: QuickBooks (In Progress), Advanced MS Excel (VLOOKUP, Pivot Tables, Conditional Formatting), MS Word, Google Workspace.
- Operational Strengths: Financial Data Accuracy, Audit Trail Maintenance, Supplier & Client Liaison, Confidentiality, Financial Record Keeping.

PROFESSIONAL EXPERIENCE

Finance & Administrative Assistant | Mend A Bath International Zambia
February 2025 – Present

- Execute monthly multi-account bank reconciliations and cash flow tracking in MS Excel to ensure ledger accuracy.
- Manage end-to-end Accounts Payable (AP) and Accounts Receivable (AR), processing supplier payments, preparing customer invoices, and resolving billing discrepancies.
- Administer petty cash disbursements, maintaining complete voucher documentation and balancing float records.
- Prepare and submit statutory monthly ZRA returns for VAT, PAYE, and Withholding Tax (WHT) using ZRA Smart Invoicing and the ZRA portal, ensuring zero late-filing penalties.
- Maintain organized physical and digital accounting files to support internal reviews and statutory audit readiness.
- Provide executive administrative support, including drafting corporate correspondence and recording accurate executive meeting minutes.

Client Relations & Credit Officer | LendingScape Limited
September 2024 – February 2025

- Evaluated client loan applications through financial cost-effect analysis and data verification to support credit risk assessment.
- Managed portfolio collections and structured repayment follow-ups via outbound calls, significantly improving recovery rates and customer retention.
- Maintained detailed, accurate client transaction histories and repayment logs within the internal database.

EDUCATION & PROFESSIONAL QUALIFICATIONS

Foundations in Accountancy (FIA / ACCA) | Zambia Centre for Accountancy Studies (ZCAS)

Part-Qualified (3 of 7 modules completed; Expected Completion: December 2026)

- Professional Registration: ACCA Student Member (Active)

International General Certificate of Secondary Education (IGCSE / O-Level)

British Council of Zambia

PROFESSIONAL REFERENCES

Mr. H.S. Virdy

- Director, Mend A Bath (Z) Ltd
- Phone: +260 977 888 466
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Mr. E. Mwale

- Accountant, Mend A Bath (Z) Ltd
- Phone: +260 970 169 540