

# Suzette Ndapanda Agustinus

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## Personal statement

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I am a highly motivated Accounting and Finance graduate with a 2:1 Honours Degree from Middlesex University, currently doing a Masters in Global Financial Management. I am looking to secure a graduate programme/internship in the financial services sector.

A high performing individual, demonstrating enthusiasm and initiative, with great customer service, the ability to work well under pressure, consistently delivering quickly and accurately and able to prioritise to ensure deadlines are met whilst maintaining a high standard of results and insight.

## Education

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### University of Roehampton

*(2019 – Present)*

MSc Global Financial Management

(Modules: Business Research Methods, Strategic Marketing, Global Strategic Management, International Corporate Finance, Financial Performance Management, Leadership and Change Management, Strategic Investment Appraisal, Dissertation)

### Middlesex University

*(2015 – 2018)*

2:1 BA. (Honours) Accounting and Finance

(Modules: Financial Accounting, Management Accounting, Business Economics, Financial Data Analysis, Advanced Financial Accounting, Advanced Management Accounting, Business Law, Financial Mathematics, Accounting Theory, Taxation, Finance, Financial Statistics)

### Kingston University

*(2014 – 2015)*

69% International Foundation Programme

## Work Experience

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### Office Administrator, W Horn Attorneys. Oshakati, Namibia

*(November 2018 – June 2019)*

Key results:

- Attend to clients
- Handling of Petty Cash

- Handling of payments
- Co-ordinating with accountant on accounting and tax matters Financial intelligence act compliance
- Receipt of debtor and client payments
- Posting of disbursement
- Managing the anti-money laundering initiative

## Key Skills and Competencies

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### *Financial*

- Possessing numeric and analytical skills
- Excel skills
- IT skills including Microsoft Office- Word, PowerPoint
- Sage skills
- Ability to analyse and interpret financial data

### *Personal*

- Excellent people skills, leadership skills and customer focus
- Good communication skills
- Ability to work closely with customers
- Proactive approach to problem solving
- Result orientated
- Ability to work with confidential information
- Ability to work individually and in a team setting
- Ability to work under pressure
- Good time management skills
- Problem solving skills
- Multi-tasking skills

## Achievements

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- Level 4 CIMA Accredited Sage Certificate
- International Excellence Scholarship from University of Roehampton 2019
- TISA Annual Conference 2019 UK

## Hobbies & Interests

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- Visiting museums
- Baking
- Making smoothies
- Colouring
- Playing 30 seconds
- Playing Netball
- Running
- Traveling
- Reading

- Working Out

## References

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References are available on request.