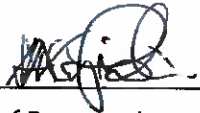


Name of Personnel	Loveness Kapindu
Nationality	Malawian
Language Proficiency	English, Chichewa
Education/ Qualifications	<p>Bachelor of Business Administration (2014) Share World Open University</p> <p>Advanced Diploma in Business Management (2009) Malawi College of Accountancy</p> <p>Diploma in Business Management (2008) Malawi College of Accountancy</p>
Professional Certifications	Accounting Skills Module ( <i>expected 2022</i> ) Malawi College of Accountancy
Employment Record/ Experience	<p>Finance Officer – Catholic Relief Services August 16, 2021 Lilongwe, Malawi</p> <ul style="list-style-type: none"> <li>- Reconciles accounts receivable general ledger and ensure that delinquent amounts are cleared.</li> <li>- Review the supporting documentation of financial transactions (staff and suppliers) to ensure all required documents are accurate and complete.</li> <li>- Prepare payroll invoices for MGC volunteers on monthly basis</li> <li>- Reconcile airtel portal payments for MGC volunteers against bounce backs.</li> <li>- Conduct monitoring reviews for sub recipients when they are due as per SRFM Policy</li> <li>- Review Sub recipient's documentation for the purpose of liquidation.</li> </ul> <p>Finance Officer – Catholic Relief Services January 2015 - June 2020 Blantyre, Malawi</p> <ul style="list-style-type: none"> <li>- Oversaw the protection of the Ubale Project and Emergency Response Program assets through the enforcement of internal control policies and procedures.</li> </ul>

	<p>DSN/Project and account code combinations as per UBALE approved budget.</p> <ul style="list-style-type: none"> <li>- Coordinated with the finance manager for monthly cash requirements.</li> <li>- Reconciled accounts receivable general ledger on a weekly basis.</li> <li>- Supported the emergency team with management of accounting systems, policies and procedures in compliance with CRS' established accounting standards, Generally Accepted Accounting Principles (GAAP), donor rules and regulations, and legal requirements to support high-quality programs.</li> <li>- Reviewed the supporting documentation of financial transactions to ensure all required documents were accurate and complete.</li> <li>- Ensured the maintenance of all data required for processing financial transactions for assigned accounts in Sun Systems financial accounting package.</li> <li>- Recorded delegated financial transactions following appropriate authorizations and review various accounts to detect irregularities.</li> <li>- Evaluated sub-recipient financial management processes in accordance with policy and help strengthen capacity of partner in financial accounting and transactions.</li> <li>- Prepared partner liquidations after submission of financial reports.</li> <li>- Shared necessary information with sub-recipients and staff on financial accounting policies and procedural compliance issues.</li> </ul> <p>Accounts Assistant – Parent And Child Health Initiative (PACHI) November 2012 – December 2014 Lilongwe, Malawi</p> <p>Finance &amp; Administrative Assistant – Circle for Integrated Community Development (CICOD) October 2010 – October 2012 Lilongwe, Malawi</p> <p>Administrative Assistant – Centurion Commercial and Development Studies College in Lilongwe October 2009 – October 2010 Lilongwe, Malawi</p>
References	<p>Reference 1: Mayeso Mscachi Circle for Integrated Community Development PO Box 20355, Lilongwe +265 999 179 729 <a href="mailto:mmissinga@gmail.com">mmissinga@gmail.com</a></p> <p>Reference 2:</p>

	PO Box 31232 +265 994 839 984 <a href="mailto:dkamwendo@nascents.org">dkamwendo@nascents.org</a>
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I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.



Signature of Personnel



Date (Day/Month/Year)