

CURRICULUM VITAE

For

Richard Mjudah: BACC

PERSONAL DETAILS

SURNAME: Mjudah
NAME: Richard
DATE OF BIRTH: 13th February, 1983
SEX: Male
MARITAL STATUS: Single

CONTACT DETAILS

Malawi National Commission for UNESCO
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ACADEMIC QUALIFICATION

Bachelor of Accountancy (2007)
Institution: University of Malawi – The Polytechnic

Malawi School Certificate of Education (2002)
Institution: Livingstonia Secondary School

PROFESSIONAL QUALIFICATION

Pursuing professional studies with ACCA (Professional Level)

EMPLOYMENT HISTORY

Employer: UNESCO Commission
Position Held: Commission Accountant
Period: 1st September 2012 to Present

Tasks and Responsibilities:

- + Preparing annual operating budget estimates and consulting with departmental management on fiscal aspects of programme planning
- + Establishing, maintaining, and coordinating the implementation of accounting and accounting control procedures
- + Preparing monthly management accounts
- + Analyzing and reviewing budgets and expenditures for subvention, contracts and grants
- + Monitoring and reviewing accounting and related system reports for accuracy and completeness
- + Preparing and reviewing budget, revenue, expense, payroll entries, invoices, and other accounting documents
- + Analyzing revenue and expenditure trends and recommending appropriate budget levels and ensuring expenditure control
- + Explaining billing invoices and accounting policies to staff, vendors and clients
- + Recommending, developing and maintaining financial data bases, computer software systems and manual record keeping
- + Supervising the input and handling of financial data and reports
- + Interacting with internal and external auditors in completing audits
- + Maintaining fixed asset register for the Commission
- + Preparing statutory annual accounts

Employer: Malawi National Council of Sports
Position Held: Senior Assistant Accountant (Acting Accountant)
Period: 1st April 2010 – 31st August 2012

Tasks and Responsibilities

- + Assisting Management with preparation of the Annual and Project budgets
- + Implementing Financial Policies & Procedures
- + Establishing & Maintaining Cash Controls
- + Preparing & Reconciling Bank Statements
- + Assisting & Preparing Schedules for Annual Audits
- + Responding to Audit Queries
- + Maintaining the Computerized Accounting System
- + Preparing Periodic Financial & Project Reports for Management
- + Overseeing the Accounting Department
- + Establishing, Maintaining & Reconciling the General Ledger
- + Preparing Management & Annual Financial Statements
- + Producing Monthly Pension & Tax Schedules & its Reconciliation
- + Producing Monthly Staff Loans and its Reconciliation

Employer: KPMG
Position Held: Audit Associate
Period: August 2009 - March 31st 2010
Tasks and Responsibilities

- + Carrying out External Audit

Employer: Mzuzu City Assembly
Position Held: Student Accountant
Period: 2005-2006 Academic year
Tasks and Responsibilities:

- + Preparation of expenditure returns
- + Debtors and creditors reconciliation
- + Preparation and payment of monthly salaries
- + Filling of accounting records
- + Reconciling bank statements

Employer: Ernst Murray Construction
Position Held: Assistant Accountant
Period: February 2008 – May 2008
Tasks and Responsibilities:

- + Reconciliation of Stocks and Stock Taking
- + Preparation and payment of salaries and Tax Returns
- + Fixed Asset Register and Reconciliation
- + Assistance with Preparation of weekly and monthly cash flow forecasts.

Employer: Kwikspace Modular Buildings (Pty) Ltd
Position Held: Assistant Creditors Controller
Period: November 2008- 17th April 2009
Tasks and Responsibilities

- + Data entry of accounts receivable and accounts payable, preparation of purchase orders, customer invoices and delivery notes
- + Collection of debtors and payments to creditors
- + Bank reconciliation and cash flow preparation
- + Departmental Budget Preparation

COMPUTER KNOWLEDGE

- ✚ SAGE Line 50
 - ✚ Microsoft Excel.
 - ✚ Microsoft Word
 - ✚ Internet Explorer.
 - ✚ Quickbooks
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SKILLS

- ✚ Fast learner and a self starter.
 - ✚ Good Negotiating skills.
 - ✚ Ability to work during odd hours.
 - ✚ Team Player
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AMBITION

“To uphold and advance integrity, honor and dignity in accounting profession by being honest and impartial and serving with fidelity the public, employers and clients”.

OBJECTIVE

To assume high performance level in the accounting profession and improve the lives of those in the global society by applying knowledge and skills in accordance to the code of ethics of this field.

REFERENCES

- Mr. C Mdolo:** Football Association of Malawi
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