

Curriculum Vitae

Getrude Mkandawire (Mrs)

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Nationality: Malawian

Personal Profile

Dedicated to effectively prioritizing and managing time by allocating tasks and activities and keeping track of them. Always punctual, dresses and behaves by example within and outside a working environment, interactive among work mates and peers, creative in work areas.

Education background

1. Exploits University - Bachelor's Degree in Accountancy (2016)
2. Malawi College of Accountancy - PAEC Diploma in Accountancy (2010)
3. Malawi College of Accountancy - Certificate in Financial Accounting (1999)

Work Experience

Malawi Revenue Authority

Customs and Excise,

October 2000- Current

- Customs Officer:**
- Assessment of taxes to be paid.
 - Conduct verification of consignments to guide the assessment of customs duties.
 - Examination of goods for imports and exports for classification and valuation purposes.
 - Trade facilitation by managing exports desk
 - Protection the society from prohibited and illegal goods.
 - Collection of tax revenue to meet monthly targets.
 - Monitor taxpayer payments versus actual tax deficiencies.
 - Answering taxpayer inquiries and maintain good relations with them to encourage compliance with the procedures.

Agricultural Policy Research Unit- Bunda College

April 1998- May 2000

- Research Assistant:**
- Organised interviews to gather focus group data.
 - Collected high volume of data with accuracy.
 - Designed presentations summarised research findings.

- Data entry.

Core Competences

Financial accounting.

Customs procedures.

Tariff classification.

WTO valuation.

Human resource management,

Rules of origin.

Tax auditing, tax laws and income tax.

Leadership skills.

Events management skills.

Interactive skills

Referees

Professor Charles B.L. Jumbe

Agricultural Policy Research Unit (APRU)

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