

# CURRICULUM VITAE

## PERSONAL DETAILS

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Names **KATE CHITANDALE (NEE MATHANDA)**  
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Nationality Malawian  
Date of birth 5<sup>th</sup> January 1984

## KEY PROFILE

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Through knowledge of **current** Finance especially in cash management with a clear vision to accomplish the company goals record management. Major strengths include excellent financial reporting, strong report writing, problem solving, strong team player, strong leadership skills, strong communication and interpersonal skills, good planner and organiser, attention to details, results-oriented, professionalism, sound independent judgement, respect for environmental compliance and supervisory skills.

## PROFESSIONAL QUALIFICATIONS

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- **Bachelor's Degree of Applied Accounting Auditing and Information Systems**
  - Malawi College of Accountancy (2017)

### Subjects

- Auditing
- Database Management
- Quantitative Techniques for Decision Making
- Company Law
- Financial Accounting
- Project Management
- Computer Auditing
- Macro -Economics
- E-Commerce
- Research Methods
- Financial Management
- Financial Reporting
- Infrastructure Protection
- Strategic Financial Management
- Risk Ethics & Corporate Report
- Corporate Financial Reporting
- Advanced Auditing and Assurance

- **Diploma in Accounting- PAEC (2008)**

### Subject

- Accounting
- Business mathematics and Statistics
- Business Law
- Information Systems
- Accounting
- Auditing
- Costing and Budgetary Control
- Management
- Company Law
- Taxation

- **Certificate in Financial Accounting (CIFA) 2005**
- **Malawi School Certificate of Education- 2005**  
Bwaila Secondary

## **CURRENT STUDY**

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- Registered member of ICAM and Malawi Accountants Board
- Studying towards MBA at UNICAF University  
Subject passed
  - Theories of Management
- Studying towards The Chartered Accountants Malawi, CA (M)
- ICAM Professional (knowledge level completed)  
Subjects passed
  - Accounting Framework
  - Management Information
  - Legal Framework
  - Assurance
  - Principles of Taxation
  - Business & Finance
  - Financial & Management  
Accountancy Skills &  
Competence
- Currently doing Professional level  
Subjects passed
  - Tax compliance

## **PROFESSIONAL EXPERIENCE**

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**Employer** : Tobacco Control Commission  
**Position** : Senior Accounts Assistant  
**Period** : July 2010 – Present

### **Duties:**

- Bank reconciliation
- Staff loans reconciliation
- Revenue and collection accounts reconciliation
- Receiving registration fee from growers
- Ensuring that all cash and cheques are banked promptly
- Petty cash management
- Preparing schedule for daily collection
- Preparing payment vouchers
- Ensuring proper receipting of all payments and income
- Ensuring proper capturing of all receipts into ACCPAC
- Preparing batches
- Preparing monthly income reports
- Paying allowances

**Employer** : Baylor College of Medicine Children Foundation Malawi.  
**Position** : Finance Assistant / Data Entry Clerk  
**Period** : January 2009 – June 2010

### **Duties:**

- Making sure that office premises, equipment and surrounding areas are clean.
- Filling and ensuring proper custody of accounting documents.
- Writing cheques.

- Management of petty cash.
- Maintaining and updating stores records.
- Banking cash received in time.
- Data entry and management
- Filling patients forms in their files
- Entering Outpatient Therapeutic programme (OTP) in OTP database and laboratory results in the Electronic Medical records (EMR)
- Updating ARV's Register.

## **OTHER ATTRIBUTES AND SOME ACHIEVEMENTS**

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### **OTHER ATTRIBUTES**

- Dedicate to assigned duties
- Ready to work after hours
- Team spirit
- Ready to be corrected
- Sober habits
- Quick learner

### **WORKSHOPS**

- I did training on monitoring and Evaluation Capacity Building for Program Improvement. Baylor Children's Foundation 2010
- I did training on ACCPAC package – Tobacco Control Commission
- I did training on Microsoft excel (Data Analysis tools) – S4 Investments
- I did a training on Customer care and Business etiquette

### **Computer skills and competences**

- SAGE / ACCPAC
- excellent command of Microsoft Office TM tools (Word, Excel, PowerPoint, Access)
- sufficient ability to search through internet sources (Google Scholar) and effective use of internet for communication (emails, social networking, groups)

## **REFEREES**

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Miss Chimwemwe Tembo,  
The Finance Manager  
Tobacco Control Commission,  
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