

CURRICULUM VITAE

PERSONAL INFORMATION

SURNAME : Msiska
FIRST NAME : Tionge
SEX : Female
NATIONALITY : Malawian
MARITAL STATUS : Married
RELIGION : Christianity
AGE : 41
POSTAL ADDRESS : P.O. Box 507,
LILONGWE.
CONTACT NUMBERS : 0994 046 702/ 0888 130 122
E-MAIL ADDRESS : *tkaunda57@gmail.com*

WORK EXPERIENCE

1. Nunes Panel Beater – January, 2002 to December, 2003

Duties & Responsibilities Include: -

- 1.1 Entering of data for accounting purposes using Sage Line 50
- 1.2 Preparation of Accounts
- 1.3 Stock Taking
- 1.4 Preparation of Payment Vouchers & Subsequent Payments
- 1.5 Debtors and Creditors Reconciliations
- 1.6 Payroll Preparation
- 1.7 Other Duties assigned by the Management from time to time

2. Systems Supervisor (Cashbuild Malawi) – January 2004 - May, 2006

Duties & Responsibilities Include: -

- 2.1 Banking
- 2.2 Payroll Preparation

- 2.3 Supervising Cashiers
- 2.4 Supervising Stock taking
- 2.5 Other Duties assigned by the Management from time to time

3. Senior Finance Officer – Malawi Revenue Authority – April, 2006 to Date

Duties & Responsibilities Include: -

- 3.1 Daily Reporting of Revenue collection
- 3.2 Issuing of revenue Receipts
- 3.3 Preparation of Daily Returns to Head office
- 3.4 Other Duties assigned by the Management from time to time

PROFESSIONAL QUALIFICATION

1. Bachelors of Accountancy-2016- Exploits University

Subject Passed: -

- 1.1 Research Methodology
- 1.2 Communication Management
- 1.3 Management Information
- 1.4 Legal Environment Business
- 1.5 Strategic management
- 1.6 Cost and Management Accounting
- 1.7 Financial & Management Accountancy Skill & Competence
- 1.8 Applied Human Resource Management
- 1.9 Entrepreneurship
- 1.10 Managerial Economics
- 1.11 Financial Reporting 1
- 1.12 Auditing 1
- 1.13 Dissertation
- 1.14 Financial Reporting 11
- 1.15 Auditing 11
- 1.16 Taxation

1.17 Introduction to Financial Institutions and Markets

2. Diploma in Management Studies – Exploits University-2012

Subject Passed: -

- 2.1 Accounting 2
- 2.2 Business Mathematics & Statistics
- 2.3 Business Communication

- 2.4 Costing & Budgetary Control
- 2.5 Principles of Management
- 2.6 Information Systems
- 2.7 Micro Economics
- 2.8 Macro Economics

3. Certificate in Financial Accounting – ICAM - 1999

- 3.1 Business Accounting
- 3.2 Business Communication
- 3.3 Business Knowledge
- 3.4 Business Mathematics & Computing

ACADEMIC QUALIFICATION

- 1. Malawi School Certificate of Education – Phwezi Girls Secondary School – 1998
- 2. Junior Certificate of Education – Phwezi Girls Secondary school – 1996
- 3. Primary School Leaving Certificate – Chigoneka F P School – 1994

COMPUTER SKILLS

- Sage Line 50 – Accounting Package
- SAP – Accounting Package
- MS Office (Word, Excel, PowerPoint)
- Internet

PERSONAL SKILL & STRENGTH

- Honesty, integrity and hardworking
- Leadership & team work with co-operative attitude
- Good numeracy and calculation skills
- Good Interpersonal and time management skill
- Strong analytical communication, writing and reporting skills
- Flexible and can work with very minimum supervision
- Ability to work during odd hours
- Cautious driver with valid driver's license

HOBBIES

- Listening to Songs
- Watching movies
- Reading

REFEREES

Mr. P Msiska

Environmental affairs

P.O. Box 3063

Lilongwe

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Mrs. B. Mchepa

Malawi Revenue Authority

P O Box 45

Lumbadzi

Cell: 099 9 934 492

Mr. TIYA SOMBA BANDA

BOX 247

BLANTYRE

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