

EMMIE KAMVABINGU

**C/O Florah Kanthiti, Ministry of Irrigation and Water Development, Private Bag 390.
Lilongwe.**

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CAREER OBJECTIVE: work in an organization that is focused on best results and help in building my abilities for effectiveness and efficiency, since I am a Dedicated Result oriented, hard working and one who enjoys being part of a productive team, self-motivated, willing to learn all time.

QUALIFICATIONS:

- **Bachelor's Degree in Education in Business Studies – University of Malawi, The Polytechnic (2011)**
- **Currently studying Diploma in Financial Accounting with ACCA.**
- **Malawi school certificate of education MSCE (2006) – Chipasula Secondary School**
- **Junior certificate of education (2004)- Chipasula Secondary School**

ATTRIBUTES

- Good interpersonal and communication skills.
- A team player who is willing to work with people from diverse backgrounds.
- Able to work effectively with minimum supervision.
- Able to work under strict deadlines.
- Excellent attention to detail.

SKILLS

From my achieved academic qualification and experience, I am capable of:

- Working with children from different backgrounds and transform them to be responsible for whatever they do.
- Writing a research proposal according to the request.
- Effectively carrying out a research and presenting the findings in clear articulate English.
- Adopting and interacting with colleagues at all levels of an organization.
- Analyzing and critically solving problems.
- Have the ability to work with minimum supervision and meet strict dead lines
- Using computer programs like Microsoft word, Excel, Power Point, Internet, Email and SPSS and SAGE Accounting packages

WORK EXPERIENCE

ACCOUNTANT: Ministry of Justice and Constitutional Affairs (Contract; November 2013-November 2014)

Responsibilities:

- Preparing of estimates and cash flows
- Countersigning documents
- Coordinating and Supervising junior staff to ensure they are maintaining proper filling and that records are up to date
- Preparation of monthly expenditure and revenue returns
- Preparing of Mid-year and year-end balance sheet on ORT
- Preparing of year end consolidated financial statements

SECONDARY SCHOOL TEACHER (SOS CHILDRENS VILLAGE LILONGWE: JUNE 2012 TO OCTOBER 2013)

Responsibilities:

- Developing schemes and records of work
- Teaching Mathematics
- Allocating duties to students to ensure that the school environment is clean.
- Matron for Church of Central Africa Presbytery Students Organization.
- Reporting and monitoring students progress every fortnight
- Administering testing and evaluation tools
- Evaluating students characters and giving guidance and encouragement when necessary

IN-SERVICE TRAININGS

- Mixed learning (accommodating and teaching students with hearing and visual impairments)
- Science department development of teaching methods (how to improvise different teaching methods)

REFEREES

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