

CURRICULUM VITAE

HARMONY MWAVULI

C/O Wendie Chongo,
Private Bag B300
LILONGWE 3
+265 995 160 547/ 991 912 247
harmwavuli@gmail.com

Personal Details

Name : **Harmony Mwavuli**
Date of Birth : 23rd January, 1991
Status : Married
Gender : Male
Nationality : Malawian

Summary of experience

An Internal Audit, Finance, Accounting and Tax Consultant with a wide range of skills, knowledge and more than 5 years of experience in Accounting, Auditing, Taxation, Financial Reporting, Financial Training, Enterprise Risk Management, Financial management systems and forensic investigations. Committed to adding value to a variety of operational and financial systems to increase organisational performance and efficiency.

Work Experience

Dates Employer Position	1 st October, 2021 – Current National Economic Empowerment Fund Limited (NEEF) INTERNAL AUDITOR
Key Responsibilities	<ul style="list-style-type: none">- Monitoring the internal control system of the fund including management information system and enterprise wide risk management- Conducting regular internal audits of the fund,- Assisting in reconciliations and the analysis of transactions.- Conducting client visit on a regular basis.- Conducting investigations on alleged irregularities/fraud.- Assessing the performance of business function of the branches and reporting all material findings and preparing appropriate recommendations for corrective actions.- Reviewing proper safeguard of assets and its effective utilization.- Reviewing and assessing financial transactions to ensure accuracy, completeness and that are properly recorded, summarized and reported- Leading and coordinating internal audit missions and prepare report of audit missions- Ensuring timely regulatory reporting of all matters under audit programs and work plans

<p>Dates Employer Position</p> <p>Key Responsibilities</p>	<p>April, 2020 – September, 2021 Advantage Capital and Consulting Limited (ACCL) INTERNAL AUDIT AND FINANCE CONSULTANT</p> <p>i. Financial Management</p> <ul style="list-style-type: none"> - Conducting assessments of client's financial needs by gathering information regarding investment and balance sheet and provide advise - Designing and developing credible financial management systems - Preparing business plans with financial models for clients <p>ii. Accounting and Taxation</p> <ul style="list-style-type: none"> - Preparing financial reports, calculations and submission of tax returns for all taxes on behalf of clients - Installation and training clients in Accounting systems and software <p>iii. Internal Control Systems Internal Audit services</p> <ul style="list-style-type: none"> - Designing, developing, documenting and helping in implementing systems of internal controls that are appropriate and cost-effective for results-oriented management for clients. - Performing risk assessments and process reviews to asses' adequacy of internal controls and recognise sustainable controls upgrade <p>iv. Internal Auditing Services</p> <ul style="list-style-type: none"> - Conducting various internal audit and assurance services through examination of internal control systems, financial and operational records in line with scope and audit plan. - Conducting investigative audits, with and compiling evidence and comprehensive reports. <p>v. Financial literacy Trainings</p> <ul style="list-style-type: none"> - Planning and conducting financial and accounting trainings in accounting, record keeping and reporting. - Preparing and developing terror made accounting and financial literacy training manuals and presentations in both English and Chichewa for training different clients in the Cooperatives and SME's sector.
<p>Dates Employer Position</p> <p>Key Responsibilities</p>	<p>January 2018 – April, 2020 MedHealth Limited INTERNAL AUDITOR</p> <p>i. Internal Auditing</p> <ul style="list-style-type: none"> - Trained, coached and mentored Junior Internal Auditors to ensure smooth adoption of audit plan and programmes. - Conducted operational, financial and compliance audits through examination of financial and administrative records, processes, procedures and controls in line with an audit plan - Evaluated and monitored the adequacy, effectiveness and efficiency of the Internal Control Systems and Procedures - Conducted subsequent evaluations to determine implementation of audit exceptions, mitigations and corrective measures. - Identified and documented controls and processes' weaknesses and providing evidence to support findings thereby providing value adding recommendations that could lead to improved efficiency of the running of the organisation. - Conducted and managed forensic investigations and preparing investigation findings comprehensively and substantively. <p>ii. Compliance Audit and Reporting</p>

	<ul style="list-style-type: none"> - Conducted compliance audits through evaluation, examination and monitoring of the financial and administrative records, systems and controls in line with applicable Laws, Regulations, Contracts and internal procedures and reporting frameworks. - Assisted and consulted on the preparation and submission of Reserve Bank of Malawi's Reports. <p>iii. Business systems and Processes Reengineering</p> <ul style="list-style-type: none"> - Revised, developed, compiled and documented draft company policies and systems that were effective, relevant and efficient. - Reviewed systems and operating procedures and identified gaps and made recommendations to the Board on how the current systems could be improved to be efficient, economic and effective. <p>iv. Enterprise Risk Management</p> <ul style="list-style-type: none"> - Developed an up to date risk registers for all business sections through continuous risk assessments, Compliance audits and internal controls audits
<p>Dates Employer Position</p> <p>Key Responsibilities</p>	<p>2016- 2017 AMG Global EXTERNAL AUDITOR</p> <p>i. External Audit</p> <ul style="list-style-type: none"> - Conducted various external audit assignments mainly auditing Micro-Finance institutions, District Councils, Government Projects, Companies and NGO's. <p>ii. Compliance Audits</p> <ul style="list-style-type: none"> - Conducted various compliance audits, Micro-assessments and spot checks in NGO's projects and Government Projects <p>iii. Forensic Audits</p> <ul style="list-style-type: none"> - Conducted various forensic investigation audits in Government Projects, NGO's and private organisations. <p>iv. Accounting and Taxation</p> <ul style="list-style-type: none"> - Performed various Accounting and taxation consultancy services by compiling Financial Reports, calculation and submission of various taxes for clients.

Membership to Professional Bodies

- Institute of Internal Auditors in Malawi (IIAM)
- Institute of Chartered Accountants in Malawi (ICAM)
- Malawi Accounts Board (MAB)

Education and Training

i.	Certified Internal Auditor (CIA)	2020- Pending	Institute of Internal Auditors (Global)
ii.	Degree of Bachelor of Accountancy (BAC) Minoring Mathematics	2013	Catholic University of Malawi
iii.	Malawi School Certificate of Education (MSCE)	2008	William Murray Boys Secondary School

Skills

- Experience in Sage, QuickBooks and Easy Accounting software
- Experience in Computer Based Audits including Caseware Audit
- Extensive experience in Microsoft word, excel and PowerPoint
- Experience in Financial Modelling, Analysis and Reporting
- Experience in Statistical Software's such as SPSS and STATA
- Creative problem-solving skills and able to work without supervision and a team player
- Excellent critical thinker with a higher level of logical understanding and a methodical process
- Excellent written and oral communication skills

Referees

Mr. Mphatso Naveya
Internal Audit Manager
National Economic Empowerment Fund
Limited (NEEF)
P.O Box 779
Lilongwe

+265 999 551 379/ 887 004 700
mnaveya@neef.mw

Mr. Inglis Nyamilandu
Managing Partner
Advantage Capital and Consulting
Limited (ACCL)
P.O Box 31535
Lilongwe

+265 999 957 154/ 888 857 154
Inglis2310@gmail.com

Mr. Morgan Tembo
Managing Director
Travel Hotels Limited &
Corporate Promotions Ltd
P.O Box 302
Lilongwe

+265 999 960 308
mzutembo@gmail.com



The Catholic University of Malawi


This is to Certify that

Harmony Mwaruli

*having satisfied the requirements of the
award of the*

**DEGREE OF
BACHELOR OF ACCOUNTANCY
CREDIT**

*was admitted to the degree at the
Fourth Congregation held at Montfort Campus
on the Twenty Eighth day of September
in the year two thousand and thirteen*


M. Chir
Vice-Chancellor

This is a secure document using special paper and inks.
Hold up to the light to verify that the 5g watermark and the
"GENUINE" embedded thread can be seen through the paper.
Any alteration or erasure invalidates this certificate.

+ Joseph M. Tupa.
Chancellor

Be it known that

HARMONY MWAVULI

has been duly admitted as

MEMBER

*of The Institute of Internal Auditors (IIA), and is entitled to the rights and privileges
as provided in the constitution and bylaws of The IIA, and is hereby presented this*

CERTIFICATE OF MEMBERSHIP

on

21ST JANUARY 2019

PRESIDENT



SECRETARY



THE MALAWI ACCOUNTANTS BOARD



Certificate of Registration

THIS IS TO CERTIFY THAT

Harmony Mwavuli

has on this day been registered as a
Diplomate Accountant

Given under the common seal of the
Malawi Accountants Board

CHAIRMAN

SECRETARY

Dated this 25th day of October 2019

Certificate No. 2019/2225

Registration No. DA/2014

This Certificate is the Property of the Malawi Accountants Board