

Prudence Kasinja CV

P.O. Box 2359, Blantyre, Malawi • +2650999 083 675/0880 211 397 • prudence.tfl@gmail.com

Senior finance executive, management professional, entrepreneur, and business strategist with a proven record for steering business turnarounds, facilitating lucrative transitions to new markets, and creating solid internal structures that are both expandable for future growth, and responsive to customer expectations. Results- and success-driven history of driving significant increase in revenue growth through big-picture vision, creativity, and an intuitive sense for 'what works' in marketing, advertising, and product development. Decisive leadership style is underscored by fiscal acuity, an appreciation for the power of teams to excel, and a genuine commitment to transparent communications with staff, and clients.

Background in directing all aspects of accounting and finance within multimillion-kwacha organizations, including cash flow management, financial statement preparation, budget management, accounts payable/receivable, payroll, and treasury. Computer Skills: Experience with Pastel, Quantum Payroll, QuickBooks, Globe (EBA) Accounting system and Microsoft Office suite.

Professional Affiliations

Association of Chartered Certified Accountants (ACCA)

Professional Qualifications

Chartered Accountant - Association of Chartered Certified Accountants (ACCA), December 2015

Certified Accounting Technician Diploma - Association of Chartered Certified Accountants (ACCA), June 2007

Employment History

General Manager

2016 – to Date

Optical Photography

Evaluated all business units, products, services, and related markets to gain an understanding of the company's strengths and weaknesses. Completely restructured operations, discontinuing declining areas and bolstering areas with the greatest potential. Engineered new processes to support restructured organization.

Business Operations/Profit & Loss Responsibility

- Achieved a reputation as an aggressive, dynamic, results orientated business development and management professional, successfully leading new business efforts; coordinating and managing the 'capture' process, developing proposals, assisting with the write-up of select sections, and the compliance and the final production and delivery of proposals including interfacing with clients.
- Orchestrated a complete business transformation for Optical Photography, transitioning the enterprise to a high-performing, high-growth media company that circumvented declining and overcrowded markets to deliver profitable revenue streams.
- Finance - Accountable for managing financial performance targets; led financial reviews, analysed and troubleshot financial issues. Monitored and approved expenses. Responsible for ensuring accuracy of financial transactions and monthly invoices. Reviewed and approved payments (e.g., expense reports, vendor invoices). Monitored the accuracy of budgets and provided analysis and solutions; understood financial structure of contract and advised management on profitability implications.
- Sourced customers, managed bookings and ensured customer satisfaction on all services provided. Prepared quotes, Invoices, receipts, payroll and monthly performance/Financial reports. Management of debtors & creditors and Banking

Human Resources Operations

- Developed an in-depth understanding of human resources mechanics. Gained experience providing direction in the areas of organizational development and team effectiveness.

- Partnered with the business in a wide dimension of capacities and collaborating with heads of departments to develop and drive plans that optimize talent, structure, process, and culture.
- Worked with others through the organization, managing and communicating human resources employee policies and procedures and ensured compliance with government regulations.
- Additional functions include oversight over staff training and recruitment, team leadership and coaching, promoting diversity, employee relations, contract negotiation, personnel practices, benefits and compensation and performance evaluations.

Customer Service/Relationship Management

- With focus on providing excellent customer service, directed daily operation in areas of customer relations, safety, sanitation, services, and recruitment and training of staff.
- Cultivated and deepened connections with contacts nationwide for key existing and new customers, private sector entities, international organizations, business entrepreneurs, and the country at large.

Finance Manager Hillview International Primary & High School

November 2017 to December 2019

Senior Financial Executive with full responsibility for strategic planning, staffing, operation performance and leadership of the school's complete financial, accounting and administrative functions.

Finance and Budget Management

- Completely reorganized the finance department, consistently ensured standards of performance and qualification for financial personnel, made recommendations concerning business policy, resource allocation, and strategic planning activities to improve bottom-line financial performance, and implemented control and reporting systems to adequately monitor and provide financial insight into school's operations.
- Oversaw the preparation of annual budgets, monthly and ad hoc financial reports and submission of financial information within the stated deadlines to the Board of Directors.
- Managed all Insurance contracts, Staff Pension accounts, fixed asset register as well debtors & creditors. Prepared for and handled annual financial audits
- Ensured compliance with all relevant acts & bodies: Employment, Labour, Pension, Tevet Acts and Immigration & Malawi Revenue Authority bodies among others.
- Managed all core financial processes, including annual planning and forecasting, budgeting, treasury, internal/external audit, banking and submission of Tax returns.
- Oversaw all cash management, accounting procedures and program administration, including accounts payable, payroll, budgeting, and personnel development. Maintained timely, ongoing communication with the Board of Directors on policy-related issues, fiscal progress and general administration of school.

Administration & Compliance

- Demonstrated proficiency at directing the development and implementation of key initiatives to drive organizational success and achievement; consistently surpassing goals and boosting revenues while cutting costs.
- Provided extensive administration support—including heavy calendar management, scheduling, records maintenance, and database development—while ensuring optimal office performance.
- Developed and submitted weekly activities report to the Head Teacher.
- Supervised the Accounts Assistant to ensure that among other things, Invoices were prepared correctly and sent on time, receipts were prepared as soon as funds were received, Student accounts and bank accounts were reconciled regularly etc.

Human Resources Management

- Assisted in all aspects of staff development and management—including recruitment, training, and direction—to stimulate top-flight team performance.
- Directed the preparation & management of monthly salaries for all 75 staff members using the Globe online payroll system.
- Managed the school's medical insurance (MASM) account and ensured that the school policy on medical cover was followed and all amendments were done on time.

Accountant

March 2014 to October 2017

Van Rees Limited

Participated in all aspects of accounting and financial management. Managed all aspects of accounts receivable, accounts payable, and payroll. Supervised profit and loss reporting initiatives. Handled cash flow management responsibilities on a daily basis. Participated in general ledger functions including account analysis and reconciliation, accruals, and closing processes. Prepared monthly consolidated financial statements and analysed results. Utilised Sage Pastel and Standard Bank new Business Online (nBOI).

Accounting

- Maintained and monitored financial records, ensuring accuracy of budget lines, records, receipts, payments, balances, expenditures and other data for day-to-day transactions, including but not limited to reviewing financial documents to record and reconcile expenditures, balances, payments, and other records for the day-to-day transactions and reports.
- Selected and entered data from a wide variety of sources, verifying accuracy and, making necessary calculations and ensuring the inclusion of all relevant data; identify discrepancies and draw the attention of and/or seek advice from the supervisor and/or other staff members.
- Responsible for timely preparing and submission of accounting-related reports and submitted accounts reconciliations. Verified the completeness of the expense back up documentation, prior to processing the payment. Ensure timely electronic archiving of the expense vouchers.
- Coordinated petty cash management functions including Cash reimbursement/disbursement, Banking etc.
- Reviewed payment requests for completeness prior to processing to ensure that documentation is complete, (i.e., purchase requests, purchase orders, agreements, leases, grants, and contracts), and all information concerning the payment has been supplied; proper accounting codes used; certification of services rendered/goods delivered is written on the payment document and duly signed by authorized officials; payment to sub-contractors are in compliance with terms and conditions of agreement.
- Ensured proper coding of invoices before posting and capturing of data into an electronic system before drafting of financial statement.

Banking Processes.

- Participated actively in the preparation of the monthly and quarterly financial statements and other financial reports that required bank account information.
- Investigated and followed up on all outstanding items on bank reconciliation statements with responsible persons and departments.
- Ensured accurate and timely reconciliation of banking transactions for all the bank accounts. Provided monthly summary of bank reconciliations and control weaknesses for review by management.

Administrative Support

- Ensured compliance with all relevant Acts: Employment, Labour, Pension, Tevet etc.
- Handled Procurement & Management of stationery, office sundries, various office contracts e.g., insurance and other administrative duties.

Tax & Payroll Support

- Excelled in handling a range of tax accounting operations including tax returns and optimal tax strategies, ensuring full compliance.
- Prepared for and handled a tax audit with utmost professionalism
- Facilitated a broad range of functions including the administration of employee payroll and other benefits.

Additional Career History

Accountant/Administrator - Medicare Private Hospital: January 2013 to March 2014

Assistant Accountant - Countrywide Car Hire (2007) Limited: 2012

Assistant Accountant - Trans-Tech Co. Ltd: 2011

Audit Assistant - KCC Finance Associates: 2008 – 2010

Planned and performing audits for both NGO's and Ltd Companies. Specialized in the areas of Income, expenditure, Bank, Fixed Assets, Human Resources Management – All ensuring that donor or shareholder requirements are met and compliance to applicable statutes. Wrote audit proposals and reports, and Managed petty cash.

References

Mr. Maganga Maganga

Tea Manager
Van Rees Limited
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mmaganga@vanrees.com

Mr. Richard Maclean

Former Hillview Int. School - United Kingdom
Headteacher
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Mrs. Makhumbo Chikaonda

Pensions Manager
CDH Investment
P.O. Box 1444
Blantyre
+265 888 234 818
mchikaonda@continental.mw



Member

This is to certify that

Prudence Dalitso Governor

was admitted a member of the Association
on 20 January 2017

Given under the Seal of the Association
11 March 2017



Green All Energy

President

[Signature]

Deputy President

Peter Jenkins

Secretary

Association of Chartered Certified Accountants

Think Ahead **ACCA**

The Association of Chartered Certified Accountants (ACCA) is a not-for-profit organisation. It is a member of the Chartered Accountants' Association (CAA) and the Chartered Accountants' Association of the United Kingdom (CAUK). ACCA is a member of the Chartered Accountants' Association of the United Kingdom (CAUK) and the Chartered Accountants' Association of the United Kingdom (CAUK).

100748

11/12/17

Professional Level

This is to certify that

Prudence Dalitso Governor

has completed the Professional Level
of the ACCA examinations:

- P1 - Governance, Risk and Ethics - Pass
- P2 - Corporate Reporting - Pass
- P3 - Business Analysis - Pass
- P5 - Advanced Performance Management - Pass
- P7 - Advanced Audit and Assurance - Pass

January 2016



Mary Bishop
director - learning

Association of Chartered Certified Accountants

ACCA REGISTRATION NUMBER
130791

This Certificate remains the property of ACCA and must not in any
circumstances be copied, altered or otherwise defaced.
ACCA reserves the right to demand the return of this certificate at any
time and without giving reasons.

CERTIFICATE NUMBER
34622010

Malawi College of Accountancy

The Deputy Principal
Malawi College of Accountancy
P.O. Box 30363
Capital City
Lilongwe 3
Phone : 01788314
Fax : 01788202



The Principal
Malawi College of Accountancy,
Ginnery Corner
P.O. Box 30644, Chichiri
Blantyre 3
Phone : 01871411
Fax : 01871853
Email : mcabt@globemw.net

PRUDENCE DALITSO KASINJA

The Chairman, Board Members, Management & Staff
congratulate you on passing

DIPLOMA IN ACCOUNTING COURSE (ACCA)

CONGRATULATIONS

Registrar

Principal

This 30th day of August, 2008

Prudence High School



This Certifies That
Prudence Daitzo Kasuja

has satisfactorily completed the Course of Study as prescribed by the Board of School Trustees of the Penn-Harris-Madison School Corporation and is hereby awarded this

Diploma

Given at Penn High School, Mishawaka, Indiana
this 5th day of June, 2005.



Board of School Trustees:

Larry Beckley

Larry Fox

David R. Tjg

Principal

Robert T. Howard

Superintendent of Schools

Republic of Malawi
Chiphaso cha Nzika / Citizen Identification

Dzina la Bambo / Surname
KASINJA

Dzina, Maina Ena / Name, Other Names
PRUDENCE, DALITSO G

Mwamuna-Mkazi / Sex
F







Tsiku Lobadwa / Date of Birth
9 Oct 1989

Nambala ya Chiphaso / Identification No
SXT4D8ZT

Dziko Lobadwira / Nationality
MWI

Tsiku Lolandira Chiphaso / Date of Issue
2 Nov 2017

Tsiku Lothera Chiphaso / Date of Expiry
9 Oct 2025

DRIVING LICENCE
CARTA DE CONDUCAO / PERMIS DE CONDUIRE

SADC
MW

1. Surname: **GOVERNOR**

2. Names: **PRUDENCE DALITSO**

3. Date of Birth: **09/10/1989** **FEMALE**

4d. TRN: **20171104067177**

4a.b/11 Validity: **28/05/2018 - 28/05/2023**

4c. Issued by: **MALAWI** 12. Driver res: **0**

5. Licence No: **10180514038547** Iss. No: **01**

9. Code: **B**

10. First Issue: **05/18**

12. Vehicle restr: **0**

7. 