

# CURRICULUM VITAE

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Surname : Kalima  
Other names : Job  
Sex : Male  
Nationality : Zambian

## Profile

I am an Accounting Technician with a strong desire and determination to improve organisational performances and operations through professionalism and quality work. I am excellent at time management and problem-solving skills, highly organized with the ability to manage multiple projects and consistently meet deadlines.

## **SUMMARY**

- Well organised individual with excellent interpersonal skills
- Highly self-motivated and a team player
- Ability to display great intuition and initiative working with very minimal supervision
- Quick learner and ability to handle social and work pressures
- Professional conduct and attention to detail are my strengths
- Great analytical skills

## -----EDUCATION & CREDENTIALS-----

2002 –National Technician in Accounting- Evelynn Hone College  
1994 – GCSE O Level with distinction

## -----WORK EXPERIENCE-----

**Part time Accountant**  
**Zambia Huiyu Paper Plant**  
**January 2015 to date**

I work as a part time consultant for Zambia Huiyu Paper Plant, a company which manufactures and sale toilet tissue paper in Zambia. I manage the financial transaction of the organization by performing the following tasks:

- Preparing VAT returns for the organization
- Reviewing expenses and recording these in the books of accounts
- Preparing and review of bank reconciliations
- Recording sales and purchases for the organization
- Maintaining the various accounting ledgers and ensuring that books are up to date

**Travelling overseer**  
**Southern Province Circuit of Jehovah's Witnesses**  
**March 2005 to August 2013**

I served as a travelling overseer and visited different congregations in the circuits of Jehovah's witnesses. I was assigned a circuit of over 20 congregations with membership of 60 people per congregation. My tasks in the travelling overseer work included the following:

- visiting various congregations and preaching God's word to different people
- delivering bible discourses to large audiences
- visiting families and offering encouragements
- auditing congregation accounts to ensure compliance with organizational guidelines

Through these assignments I improved in the following skills:

- **Time management**- My assignments required need to manage time with different tasks and deadlines for their execution
- **Team management**
  - Ensuring that all team members had specific objectives for each period and that a review of performance is conducted.
  - Ensuring that regular meetings take place to field any concerns

- Encouraging a good team working environment
- **Honesty-** This was a requirement for me to discharge my responsibilities well, and to have freeness of speech as I taught in different congregations
- **Detail oriented-** for me to be able to understand each person in my circuit and the relevant help they may require, I grew in becoming detail oriented

**Accounting Officer**  
**Phil Photo Zambia Ltd**  
**May to August 2004**

**Worked as the Accountant for Phil Photo and performed the following tasks:**

- Preparing asset, liability, and capital account entries by compiling and analyzing account information
- maintaining the cashbook and performing monthly reconciliations
- Documenting financial transactions by entering account information in the books of accounts
- Summarizing financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Reconciling financial discrepancies by collecting and analyzing account information.
- Maintaining financial security by following internal controls.
- Preparing payments by verifying documentation.
- Maintaining customer confidence and protecting operations by keeping financial information confidential.

**Intern – Finance**  
**Zesco Ltd**  
**Feb to July 2003**

I worked as an intern at ZESCO in the accounts department. Some tasks I was assigned included the following:

Performing stock reconciliation for the various stock items of the company  
 Performing asset verification and reconciliation for all Zesco assets  
 Any other tasks as may be assigned by the supervisor

-----**OTHER EXPERIENCE**-----

- Computer proficient in Microsoft Excel and Microsoft Word
- Excellent communicator in English, Nyanja, Bemba and Tonga
- Able to handle several assignments simultaneously.
- Able to work independently, as a team leader and team member

-----**REFERENCES**-----

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