**CURRICULUM VITAE**

Clifford Panyakhe Harawa

XQ Limited

P. O Box 30933

Lilongwe.

MALAWI.

Mobile: (+265) 881978289/0999978289

E-mail:cliffordharawa45@gmail.com

**PERSONAL DETAILS**

First name : Clifford

Surname : Harawa

Date of Birth : 27th Nov, 1976

Marital status : Married

Nationality : Malawian

Religion : Christian

**PROFILE**

Over 10 years work experience in finance, commerce and social sectors. Experince in advocacy community mobilization, facilitation and training. Other portfolios includes budget development, preparing financial statements, Budget monitoring and general administration, cash forecast to meet project polices and standards, managing budget re-alignments, revise and monitor budget ongoing activities, financial monitoring to ensure compliance, management of human resources, tax liability management.

I have well – developed interpersonal communication skills, policies & procedure compliance, financial statistical knowledge, analytical skills, planning and equally comfortable working in a team to achieve results. I possess skills in reporting, monitoring, networking, I have ability to process data using Microsoft office and train users, I have strong organization and planning skills and be able to make sound judgments decisions and I have the ability to work with people from a wide range of background and culture.

**PROFESSIONAL & ACADEMIC QUALIFICATION**

June, 2015 : Bachelors of Accountancy (BAC)

Institution : Exploits University

March 2016 : Association of Charterd Certified Accountants (Level 2)

1997 : Malawi School Certificate of Education (MSCE)

**WORK EXPERIENCE**

1. **Position : Finance /Administration Manager**

**Period : December, 2014 to Dec 2020**

**JOB PURPOSE**

* To maintain the financial administration and the financial reporting required and meeting the needs of the board and/or its donors.
* To ensure Kindle Orphan Outreach develops and maintains a sound administrative framework that covers all its operating functions, including the organization and maintenance of its accounting records, budgeting and budgets, establisheing appropriate checks and balances, dealing with day to day management of its Human Resources and both internal and external communications arrangements.

**KEY RESPONSIBILITIES:**

* Review and develop where necessary the entry of information into accounting system to satisfy the financial reporting requirements of Kindle Orphan Outreach
* Maintain records of purchases,invoices, pricing, and other important data for quality procurement controls and implementing procurement policies and procedures.
* Overseening grants administration for Kindle Orphan Outreach and other partners organizations
* Preparing of reimbursements and settling travel claims of Kindle Orphan Outreach staff
* Assist in reviewing and implementing internal control procedures.
* Taking a leading role in preparing annual budgets;
* Maintain accurate and complete accounting records;
* Providing financial information as requested by Auditors appointed by the board.
* Deal with Taxation issues (PAYE, Withholding, and others)
* To produce and analyze on monthly basis financial reports/management accounts
* Deal with the day to day management of staff in relation to their employment by Kindle Orphan Outreach;
* **Assist in implementing of appropriate human resource policies and procedures.**
* **Payroll management.**

**SPECIFIC AREAS OF WORK:**

* Ensuring that posting transaction in Quick books is done correctly.
* Preparations of financial reports.
* Preparation of audit schedules.
* Monitoring and controlling expenditure against budget
* Preparation of cash book and bank reconciliation statements.
* Ensure financial reports are sent to donors in time.
* Liaison with external auditors.
* Ensuring that taxes are up to date.
* Assist in budget development.
* Inventory management.
* Procurement of office supplies following organization procurement procedures.
* Monitoring organization expenses if in line with donors expectations.
* Management of staff payroll.
* Reviewing all payment vouchers before approval.
* Preparation and submission of periodic accounting returns.
* Ensuring that personnel files are maintained update and that staff contracts are renewed in time.

REASON FOR LEAVING

* End of contract

**2. Position : Resource Mobilisation and Advocacy officer**

**Organisation : Ecumenical Counselling Center**

**Period : 2012 June to Dec 2014**

Duties included:

* Conducted trainings and awareness campaigns on Gender based violence and women empowerment under the UNFPA program.
* Develpopment and distribution of literature on GBV.
* Training CBO’S and co-operatives in financial literacy
* Participated in Public campaigns against child trafficking under the Norwegian church aid funded programme. .
* Facilited training of trainers programme in faith and the community programmes.
* Reseached and conducted a feasibility study on the effectiveness of mobile courts in addressing GBV in hard to reach areas.
* Community mobilization for various interventions.
* Conducting community and youth campaigns on Sexual reproductive Health
* Partcipated in progrmmes and projects proposal developments.
* Liquidation of project/activity funds
* Any other duties assigned.

**3. Position : Finance Officer**

**Organisation : Ecumenical Counselling Center**

**Period : 2005 June to Dec 2014**

Job Purpose : Responsible for all financial aspects of the organization

duties included:

* Preparation of payment vouchers and journals.
* Disbusement of projects funds
* Bank reconciliation statement.
* Preparing quarterly budgets, management accounts and financial reports.
* Management of Receivables and Payables accounts.
* Management of all tax liabilities.
* Management of asset register.
* Preparation of financial statements.
* Petty cash management for the organisatio
* Controlling and Monitoring expenditure against budget.
* Assisting in year budget planning.
* Maintaining cash books and general ledger accounts.
* Liquidation of project/activity funds
* Any other duties assigned.

**3. Position : Frontline/Cash supervisor**

**Organisation : Standard Bank Malawi**

**Period : 2003 - 2005**

Job Purpose : Responsible for all branch cash transactions.

duties include:

* Monotoring branch cash requirements and ensuring that cash held is within the stipulated limits.
* Monitored and controlled interteller transactions.
* Trained new bank tellers and contributed in formulating cashiering training manual.
* Daily reconciliation of cash inventory with vault.
* Repartriation and withdrawal of cash from the Central Bank as required.
* Generating daily, Monthly reports
* Provide end of day system run and back up.

**4. Position : Bank teller (Cashier)**

**Organisation : Standard Bank Malawi**

**Period : 2001 - 2003**

Job Purpose : Responsible payments and receipts

duties include:

* Received cash and cheques for deposits after documents/ instruments verification
* Checked accuracy of deposits and withdrawal documents
* Provided cash withdrawal and deposit services
* Promoted bank products through cross selling
* Provided Branch FCDA services
* Daily reconciliation of various currencies
* Monthly Forex revaluaton
* Complied withcompany policy on money laundering and fraud detection.

**5. Position : Customer service clerk**

**Organisation : Standard Bank Malawi**

**Period : 2000 - 2001**

duties include:

* Provided the banks first point of contact with customers
* Handled various queries from customers relating to bank services and products
* Soliciting customer feedbaks and identifying trends for action
* Interviewed customers and assisted in accounts opening
* Actively involved in promotions and merchandising bank products.

**6. Position : Data clerk**

**Organisation : IndeBank (INDEFUND)MW**

**Period : 1999- 2000**

duties include:

* Retrieving raw data from different programmes
* Development of customer records and financial trails from raw data
* Mantained customer data base
* Production of customer statements

**SKILLS AND COMPETENCIES**

* High levels of confidentiality, trustworthiness, integrity, hardworking and result oriented.
* Self-motivated and team player, adaptable and innovative
* Excellent Planning, organizational, time management skills and ability to multi-task and prioritize work
* Ability to work under pressure with minimum supervision
* High level of accuracy, attention to detail and thoroughness
* Ability to work in a multicultural environment
* Fluent in English, Chichewa, Tumbuka.
* Exellent research and development skills.
* Communicates effectively to varied audiences, including formal public presentations.
* Strong written and verbal communication skills.
* Good leadership and supervisory skills; co-ordinates group activities, ensuring that roles within the team are clear.
* Excellent interpersonal skills and ability to motivate others
* Ability to perform under pressure, handle heavy workloads and meet stringent reporting deadlines.

**OTHER ATTRIBUTES**

* Strong analytical and computer skills in programs like; Microsoft PowerPoint, Microsoft Word, Microsoft Excel and Quick Books
* Ability to multi-task and keep track of deadlines
* possess cultural awareness and respectful
* Sound work ethics, ability to speak, write and read English

**REFEREES:**

Mrs Atuweni Tupochire Agbermodji

AML/CFT Advisor

United Nations office on Drugs and Crime South Africa

1059 Francis Baard Street (formerly Schoeman Street)

1st Floor Hatfield,

Pretoria,

South Africa

P.O Box 12673

Hatfield 0028

Pretoria

South Africa

Tel :-27 124320820

Cel :088131292/0995503314

Email:atuweni.agbermodji@un.org

Mr Hadrod Zeru Mkandawire

Executive director

Malawi Local government Association

Shire building, 2nd floor East wing

Off Paul Kagame road Old town

P.O Box 239

Lilongwe

Email: hadzeru@gmail.com

Cell: (0992246217

Mr Kizito Chilunga

The executive director

Ecumenical Counselling Centre

Private bag 395

Lilongwe 3

Tel :+265-1724952Cell: (+265) 888315846

Email: kizitochilunga@yahoo.co.uk