

# ALBERT KANGUYA

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<https://www.linkedin.com/albert-kanguya> | **Zambian** | **NRC No. 408661/10/1**

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## CAPABILITY STATEMENT

I am a hardworking, reliable and ambitious individual with broad skills. I adept at handling multiple tasks on a daily basis competently and at working well under pressure. Furthermore, I instil confidence in others and approach new challenges with an open mind. I understand the importance of being interactive and enjoy communicating with others for the benefit of the company and i am committed to learning and self-development so that i can consistently achieve better results.

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## EDUCATIONAL BACKGROUND

YEAR	SCHOOL	QUALIFICATION
2017 - 2020	National Institute of Public Administration	Bachelors Degree in Accounting and Finance
2018 - 2019	Eden University - CISCO	Certificate in Cyber Security
2018 - 2019	Eden University - CISCO	Certificate in Basics in Computer Science
2013 - 2015	Chunga Secondary School	Secondary Certificate
2011 - 2012	Daina Kaimba Basic School	Basic Certificate

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## TECHNICAL SKILLS

- Knowledge of Microsoft Office Packages such as Excel, Word and more.
- Adobe Creative Suits/Products such as Adobe Reader, Adobe InDesign, Adobe Bridge and more
- Familiarity with cloud-based apps, including Google Docs, Pestel, Sap and Quick book.
- Knowledge of Accounting Software XERO and familiar to Open office environment.

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## WORK EXPERIENCE ( MAY 2022 – AUGUST 2022 ) POSITION : ACCOUNTS ASSISTANT

- **Monthly Preparation of Payroll:**
  - ✓ To ensure that PAYE, NAPSAs, and NHIMA are calculated in line with compliance standards as stipulated by the relevant authorities.
  - ✓ To deduct any loans and salary advances before arriving at take home value.
  - ✓ To ensure that the payroll is approved and filed before making any payments.
  - ✓ To make sure that all company copies of monthly pay slips are signed by the individuals on the payroll and filed accordingly.
- **Monthly Filing of Statutory Return:**
  - ✓ Register new employees for NAPSAs, NHIMA and any other Pension Scheme fund.
  - ✓ Ensure that all transaction on the VAT return are allowable for VAT purposes and computed at their respective rates as stipulated by the ZRA.
  - ✓ To note the due dates for all returns and ensure that returns are filed in time before their deadlines.

➤ **Reconciliation of Bank Accounts:**

- ✓ Reconciling All Bank Statements using the Company software Xero on a weekly or monthly basis.
- ✓ To Verify the opening and closing balance on the upload file in comparison to the actual Bank Statement before uploading into the accounting system.
- ✓ To acquire and file all necessary documents and Daily sales statement before reconciling Bank accounts.

➤ **Reconciliation of Receivables and Payables:**

- ✓ Acquire and file all necessary supplier statements at regular intervals.
- ✓ Ensure that all payments made to major suppliers are filed by attaching a Proof of Payment to the invoices paid for.
- ✓ Filing all Proof of Payments received from customers and attached to relevant invoices paid for in the system.
- ✓ Ensure that all cheques issued to suppliers are updated frequently in the accounts excel and manual script
- ✓ Ensure that all cheques received from clients are photocopied and attached to relevant invoices paid for.

➤ **Processing of Bank Transactions and PayFlexi:**

- ✓ Ensure all Bank details are correct and that the balance on the Payflexi file corresponds with the balance on the payroll file.
- ✓ File all Proof of Payments for approved Bank Transactions.

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## **PERSONALITY SKILLS**

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Strong Verbal and Written Skills, Good Communication Skills, Analytical Skills, Flexibility Skills, Flair with Numbers and Adaptability Skills.

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## **MARKETING SKILLS**

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Website Designing, Graphic Designing, Facebook and Instagram Advertising, Video Presentations, PowerPoint Presentations and Data Visualization.

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## **INTERESTS**

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Problem Solving, Team Work, Learning New Things, Developmental Conversations, Diversification and Analyzing Statistics

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## **HOBBIES**

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Reading, Sports, Networking, Art sketching and E-Games.

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## **REFERENCE**

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