

Curriculum Vitae

Abel Zumani

Personal Details:

Surname:	Zumani
First name:	Abel
Gender:	Male
Official Language:	English
Other Languages:	Tswana, Zulu, Nsenga, Nyanja, Bemba
Country:	South Africa
Work No.:	+27 11 334-4197
Email Address:	abelzumani@hotmail.com

Employment History: 1

Dates:	24/11/2016 - Todate
Company:	Zebulon Group of Companies Limited
Department:	Administration & Finance
Functional area:	Mining administration
Designation:	Non-Executive Director
Function:	Executive: Administration & Finance
Responsibilities:	<ul style="list-style-type: none">• Oversee our mining activities in Southern Africa with respect to administration and finance.• Form a close working relationship with the Managing Director, other Senior Executives and Non-Executives.

- Provide leadership to the Board's Finance and Accounting strategy, to optimise the company's financial performance and strategic position.
- Take overall control of the company's accounting function.
- Contribute fully to the development of company strategy across all areas of the business, challenging assumptions and decision-making as appropriate and providing financial analysis and guidance on all activities, plans, targets and business drivers.
- Ensure that company financial systems are robust, compliant and support current activities and future growth.
- Lead and develop finance teams.
- Work with senior teams to grow the business, formulating strategies and plans.
- Ensure corporate budgeting processes are carried out and reviewed.
- Take ultimate responsibility for the company cash management policies.
- Present annual accounts to investors.
- Ensure that the regulatory requirements of all statutory bodies are met.
- Corporate finance: manage company policies regarding capital requirements, debt, taxation, equity, disposals and acquisitions, as appropriate.
- Establish a high level of credibility and manage strong working relationships with external parties including Democratic Republic of Congo with a focus on administration and finance.
- Management: manages daily office operations, negotiates contracts, manages vendor relationships, acts as primary liaison with our landlords (and subtenants), develops and oversees office standard operating procedures.
- Technology: oversees network administration, manages phone system and evaluates information systems.
- Human Resources: oversees the organization's human resources requirements; including employee on-boarding, managing and administering health and other employee benefits, maintaining personnel records, monitoring insurance coverage and ensuring that personnel policies are up-to-date.
- Manage Administrative Staff: including front of office, and travel coordination.

- Coordinates long-term organizational planning: coordinates the implementation and operation of our firm's strategic plan.
- Oversees contracts and grants management: develops and implements a contracts and grants management system, with the support of third party consultants.
- With the Board of Directors, updates and implements organisation's development strategy, oversees individual solicitation leads and processes, as agreed with the board.

Competencies/Skills/Knowledge/

Attributes:

- MBA (Master of Business Administration)-Final Year
- PDBA (Postgraduate Diploma in Business Administration)
- BCom (Hons) Eco (Bachelor of Commerce Honours in Economics)-First Year
- BCom Eco (Bachelor of Commerce in Economics)
- BBA (Bachelor of Business Administration)
- Fellow (Institute of Administrative Management - IAM)
- Member (Institute of Directors in Southern Africa – IoDSA)
- Affiliate (Institute of Chartered Secretaries and Administrators – ICSA)
- Major focus of study in economics
- Diploma in Business Bookkeeping and Accounting
- Certificate in Business Risk Management (UCT)-Current
- Certificate in Development Economics: Labour Markets & Inequality (Oxford University)
- Expertise in marketing and sales management
- Expertise in production planning management
- Expertise in merchandising management
- Expertise in core management skills (total company)
- Expertise in leadership and coaching
- Good at establishing succession structures for the continuity of the organisation
- Good at building interpersonal relationships

- Work hard to meet and go beyond the set standards for the organisation to have a competitive advantage
- Very effective and efficient; and needs little or no supervision

Employment History: 2

Dates: 21/12/2001 - Todate

Company: IFCM (Pty) Ltd

Department: Administration & Finance

Functional area: Total Company Administration & Finance

Designation: Administration Manager

Function: Senior Manager: Administration & Finance

Responsibilities:

- Maintain administration and finance staff by recruiting, selecting, orienting, training and developing personal growth opportunities.
- Maintain a safe and secure work environment.
- Manage the smooth running of all the organisation's properties.
- Accomplish staff results by communicating job expectations; planning, and appraising job results; coaching, counselling, and disciplining employees; conflict resolution, initiating, co-ordinating and enforcing systems, policies and procedures.
- Provide supplies by identifying total company departmental needs; negotiating price, quality, and delivery; approving invoices; establishing policies, procedures and work schedules.
- Complete special projects by planning, organising, leading and controlling.
- Provide historical reference by developing and utilising filing and retrieval systems.
- Improve program and service quality by devising new applications; updating procedures; evaluating system results with users.

- Achieve financial objectives by anticipating requirements; preparing information for budget preparation; scheduling expenditures; monitoring costs; analysing variances.
- Prepare the staff payroll.
- Prepare asset, liability and capital account entries by compiling and analysing account information.
- Document financial transactions by entering account information.
- Recommend financial actions by analysing accounting options.
- Summarise current financial status by collecting information; preparing balance sheet, income statement, and other reports.
- Substantiate financial transactions by auditing documents.
- Maintaining accounting controls by preparing and recommending policies and procedures.
- Maintain financial security by following internal controls.
- Approve payments by verifying documentation and requesting disbursements.
- Comply with national and internal financial legal requirements and advising the directors on needed actions.
- Maintain client-confidence and protect operations by keeping financial information confidential.
- Maintain continuity among corporate, division and local teams by documenting and communicating irregularities and continuing needs.
- Maintain professional and functional knowledge by attending educational workshops; benchmarking professional standards; reviewing professional publications; establishing personal networks.
- Contribute to team effort by accomplishing related results as needed.

Competencies/Skills/Knowledge/

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Employment History: 3

Dates:	04/02/2003 – 20/09/2012
Company:	Impact for Christ Bible Training Centre
Department:	Lecturing (Evening classes)
Functional area:	IFCBTC Lecturing staff
Designation:	Lecturer (Evening Classes)
Function:	Lecturer: Submission & Authority

Responsibilities:

- Teaching students the essence of submission to authority; the benefits of submission; and the consequences of rebellion.
- Teaching on moral living.
- Encouraging students to pursue love, unity and peace in our local communities and the world as a whole.
- Urging students to walk the talk and demonstrate love through giving.
- Teaching students that we, as human beings are equal in the sight of God irrespective of race, gender, creed, and association.

Competencies/Skills/Knowledge/**Attributes:**

- Diploma in Business Bookkeeping and Accounting
- Expertise in marketing and sales management
- Expertise in production planning management
- Expertise in merchandising management
- Expertise in core management skills (total company)
- Expertise in leadership and coaching
- Expertise in Christian Counselling

Employment History: 4

Dates: 10/09/1999 – 18/12/2001

Company: Bata Shoe Company PLC

Department: Marketing

Functional area: Merchandising

Designation: Merchandising Manager

Function: Line Manager: Merchandising management

Responsibilities:

- Coordinate and communicate with company buyers or purchasing manager on what items to purchase for stores inventory.
- Work closely with marketing team to ensure that products are given effective promotional attention.
- Set various sales goals and then work with regional and division managers and other employees to ensure that those goals are met.
- Maintain a high quality standard in order to meet the customers' needs.
- Keep up with competitors' products and prices, set promotional goals, train merchandising and distribution staff, and develop relationships with the marketing team.
- Make schedules, monitor stock levels and ascertain when to replenish stock.
- Oversee the selection, acquisition, promotion, and sale of commodities in a retail setting.
- Study market trends and customer demographics to determine how to best stock, display, and sell products.
- Maintaining good relationships with the designers and suppliers.
- Conduct research by attending trades shows and seminars, reading publications in order to be kept abreast with industry trends, and identify competitor strategies.

Competencies/Skills/Knowledge/**Attributes:**

- Diploma in Business Bookkeeping and Accounting
- Expertise in marketing and sales management
- Expertise in production planning management
- Expertise in merchandising management
- Expertise in core management skills (total company)

Employment History: 5

Dates: 12/10/1998 – 10/09/1999

Company: Bata Shoe Company PLC

Department: Marketing

Functional area: Merchandising

Designation: Production Planner

Function: Supervisory: Production Planning Management

Responsibilities:

- Organise paperwork, such as purchase orders, delivery schedules and production planning schedules.
- Update merchandising manager, purchasing manager and production manager about planned goods to be produced.
- Organise quality meetings to ensure that products meet the expected standard.
- Maintain healthy, professional relations with designers, factory manager, production manager and purchasing manager.
- Liaise with shop managers and the merchandising manager with regard to both fast-selling as well as slow-moving goods.
- Make submissions to the merchandising manager with regard to articles to be discontinued or liquidated.

Competencies/Skills/Knowledge/**Attributes:**

- Diploma in Business Bookkeeping and Accounting
- Expertise in marketing and sales management
- Expertise in production planning management

Employment History: 6

Dates: 20/03/1997 – 12/10/1998

Company: Bata Shoe Company PLC

Department: Production

Functional area: Factory

Designation: Machine Operator

Function: Machine Operator: Sewing Department

Responsibilities:

- Sewing the assorted shoe uppers according to specification.
- Take orders from the supervisor.
- Meet production target per hour.
- Correct any deviations on the uppers before conveying them to the next work station.
- Request for raw materials and sewing accessories from the supervisor.
- Clean the machine every after each day's work.
- Maintain sound relations with all the colleagues in the department.

Competencies/Skills/Knowledge/

Attributes:

- Diploma in Business Bookkeeping and Accounting
- Expertise in machine operating
- Expertise in quality checking

Qualifications:

School Education:

High School: Chiwala Boys Technical Secondary School

Date graduated: 1995

Highest Std/Grade Passed: 'O' Level (Grade 12)

Final Year Subjects	Grade	Standard
English Language	B	Merit

Religious Education	C	Credit
History	E	Satisfactory
Mathematics	C	Credit
Agricultural Science	B	Merit
Biology	B	Merit
Science	B	Merit

Tertiary Education:

Institution	From – To	Qualification	Major Subjects	Year Graduated
University of South Africa	2017-Todate	MBA-Master of Business Administration	Strategic Financial Mgt., Economics, Value-based Mgt., Human Capital Mgt., Advanced Labour Law, Ethics & Corporate Governance	2018-Final Year
University of South Africa	2018-2019	Bachelor of Commerce (Honours) in Economics	Advanced Macroeconomics, Advanced Microeconomics, Advanced Econometrics, Advanced	2018-First Year
University of Cape Town	2018	Certificate in Business Risk Management	Risk Management	2018-Current
Oxford University	2017	Certificate in Labour Markets & Inequality	Development Economics	2017
University of South Africa	2015-2017	BCom Eco-Bachelor of Commerce in Economics	Microeconomics, Macroeconomics, Econometrics, Development Economics, Public Economics, Labour Economics	2017-Final Year

University of South Africa	2016	PDBA- Postgraduate Diploma in Business Administration	Economics, Accounting, Human Resources Mgt., Information Mgt., Value Chain Mgt.	2016
University of South Africa	2006-2015	BBA-Bachelor of Business Administration	Economics, Strategic Management, Marketing, Business Management	2015
British College of Professional Management	1997-1998	Diploma in Business Bookkeeping & Accounting	Financial Accounting	1998

Other courses

- Computer training in Microsoft Excel, Word, PowerPoint
- Training in Pastel accounting and pastel payroll packages
- Training in SARS e-filing
- Training in employee Pension Fund management
- Training in FNB Online collections (debit order processing)
- Voice clinic for television presentation
- Training in public speaking
- Training in Christian counselling
- Bata Shoe Company Sponsored Courses: Machine Operating, Fire-fighting, First Aid, Basic Sales Course, Sales Course, Managers Course, Merchandising Course, Retailing Course, Core Management Skills Programme (Total Company)

Membership in professional bodies

- Fellow (FInstAM) at the Institute of Administrative Management (IAM) – United Kingdom
- Member (Minstd) at the Institute of Directors Southern Africa (IoDSA)
- Affiliate at the Institute of Chartered Secretaries and Administrators (ICSA) – United Kingdom

Extra-mural activities & interest:

- Educational reading and writing
- Learning languages
- Playing chess
- Weightlifting
- Playing soccer
- Swimming
- Watching business news, animal planet and soccer
- Crop farming & animal husbandry
- Game viewing

References:

Reference 1: Name: Miss Keturah Koloi
Company: Impact for Christ (Pty) Ltd
Work phone number: +27 11 334-4197
Cell number: +27 71 279-0004
Email address: keturah.koloi@gmail.com
Position: Human Resources Manager

References:

Reference 2: Name: Miss Gillian Mona Da Silva
Company: Isihawu Esha Consulting CC
Work phone number: +27 11 896-5877
Cell number: +27 72 493-5483
Email address: mona@isihawuesisha.co.za
Position: Accounting Officer

References:

Reference 3: Name: Mr Howard Mwindula
Company: Zambia Bata Shoe Company PLC
Work phone number: +260-1-244-397
Cell number:
Email address: batashoe@bata.com
Position: Human Resources Manager

References:

Reference 4: Name: Mr Isaac Kachenga

Company: Zebulon Group of Companies Limited

Work phone number: +260-21-125-6663

Cell number: +260-95-348-9111

Email address: chungu74@hotmail.com

Position: Executive Director