Personal details

VINCENT MUMA MULENGA

mumamulenga14@gmail.com

+260 976 810 895 / +260 960 916 205

Plot No. 4165, Ndola Villa, Copperbelt, Zambia

EDUCATION & PROFESSIONAL QUALIFICATIONS

Bachelor of Accountancy (In Progress)

- *Zambia Catholic University* | *April 2022 – Present*

ZICA Accountancy Programme (Technician Certificate)

- *Zambia Institute of Management (ZAMIM) College* | *2008 – 2011*

Grade 12 Senior Secondary Certificate ('O' Levels)

- *St. Francis Secondary School* | *2006*

PERSONAL DETAILS & LANGUAGES

- **NRC Number:** 118033/94/1

VINCENT MUMA MULENGA

PROFESSIONAL SUMMARY

Results-driven and detail-oriented Accountant with over 7 years of hands-on experience in financial reporting, statutory compliance, general ledger management, and administrative support within health facility and project-funded environments (CHAZ & RBF). Adept at utilizing accounting software packages including QuickBooks, SunSystems, and Pastel. Proven track record in bank reconciliations, asset tracking, and full compliance with Zambian tax and statutory frameworks (PAYE, NAPSA, NHIMA). Currently completing a Bachelor of Accountancy degree.

CORE COMPETENCIES & EXPERTISE

- **Financial Accounting & Reporting:** General Ledger, Bank Reconciliations, RBF & CHAZ Reporting
- **Statutory Compliance & Remittances:** PAYE, NAPSA, NHIMA & ZRA returns
- **Payroll & Treasury Management:** Payroll Processing, Petty Cash Management, Cash Flow Management
- **Asset & Inventory Control:** Fixed Asset Registers, Inventory Audits, Aging Analysis, SOP/ISO Standards
- **Software & Systems:** QuickBooks, SunSystems, Pastel Accounting, MS Office (Excel, Word)

WORK EXPERIENCE

Accountant

Kayambi Mission Rural Health Centre | *Jan 2017 – Dec 2024*

- Managed daily transaction postings and ledger entries in **QuickBooks** and **SunSystems** accounting systems.
- Prepared and filed all monthly statutory returns accurately and on time, including **PAYE, NAPSA, and NHIMA**, ensuring strict adherence to national regulations.
- Compiled and submitted comprehensive monthly financial statements for the **Churches Health Association of Zambia (CHAZ)** and **Results Based Financing (RBF)** projects.
- Executed monthly bank reconciliations and managed the facility's

- **Languages:** English (Fluent), Bemba (Fluent), Nyanja (Fluent)

REFERENCES

Mr. Mwansa Christian
Provincial Accountant – Northern Province
Churches Health Association of Zambia (CHAZ)
Phone: +260 977 389 949
Email: christian.mwansa@chaz.org.zm

Mr. Lwiindi Collins
Provincial Accountant – Eastern Province
Churches Health Association of Zambia (CHAZ)
Phone: +260 979 452 960
Email: collins.lwiindi@chaz.org.zm

Stainy Mubanga Mulenga
Finance and Administration Officer
Caritas Zambia, Livingstone
Phone: +260 971 184 808

petty cash system, ensuring complete supporting documentation and internal control adherence.
- Prepared monthly payrolls and oversaw staff disbursement schedules.
- Maintained and regularly updated the facility's Fixed Asset Register for both Government and donor project assets.
- Provided key administrative support to the Centre-in-Charge to streamline operational efficiency.

Assistant Stores Officer
Piggot Maskew – Chingola | *Aug 2013 – Nov 2016*
- Conducted daily opening stock verifications and monitored running inventory items to prevent stockouts.
- Ensured all incoming materials met standard operating procedures (SOP) and ISO standards upon arrival.
- Prepared Goods Received Notes (GRN) and bills for incoming stock, submitting accurate records to the Finance department.
- Analyzed stock aging reports, identifying obsolete/slow-moving stock and advising management on write-offs or action plans.
- Supervised inventory movements (in/out) and managed stockroom receipts, withdrawals, and documentation.
- Trained subordinates and departmental team members on company SOPs and ISO inventory control standards.

Cashier
Grandmark Investments | *Oct 2009 – Dec 2010*
- Processed daily customer transactions (cash, credit, and checks) accurately using POS systems.
- Reconciled cash drawers at the start and end of shifts, identifying and resolving minor balance discrepancies.
- Handled daily customer inquiries, complaints, and product returns in a courteous, professional manner.
- Prepared transport and transaction activity summary reports for management review.