REGINA NSAMA

Address: H/N 2640 New Plots Chifubu, Ndola
Phone: 0965032856 / 0777970370
Email: reginansama17@gmail.com

SUMMARY

Detail-oriented and computer-literate ZICA Technician with experience as an Accounts Clerk specializing in cash book management, bank reconciliation, and reporting. Eager to bring strong skills in data tracking, computer applications, accuracy, and timely reporting to the position of Tracking Officer at Lake Oil Group.

KEY SKILLS

- Computer Literate: MS Excel, MS Word, MS Access (95% Distinction), MS PowerPoint (80% Merit), MS Publisher, Pastel Accounting
- Tracking & Monitoring: Experienced in tracking cash, sales, purchases, and daily balances
- Reporting: VAT schedules, debtors and creditors schedules, daily sales and purchases day books
- Accounting: Cash books, bank reconciliation, receipting, and filing
- Personal Attributes: Fast learner, honest, analytical, able to work under pressure, strong interpersonal skills, and able to work independently

WORK EXPERIENCE

Accounts Clerk | Thita Engineering Services Limited | 2018–2020

- Managed and recorded cash books
- Performed bank reconciliations
- Recorded sales and purchases day books
- Prepared VAT schedules and debtors/creditors schedules
- Handled receipting and filing of all accounts documents

PROFESSIONAL QUALIFICATION

2016: ZICA Technician Certificate - Zambia Institute of Chartered Accountants (ZICA)
Reg No 0027892 - All 7 subjects passed including IT & Communications (62%)

IT CERTIFICATION

2015: Certificate in Information Technology and Computer Applications - ZACODE
MS-Access (95% Distinction), MS-PowerPoint (80% Merit), MS-Publisher (77% Merit), MS-Word (69% Credit), MS-Excel (67% Credit)

ACADEMIC QUALIFICATION

- **2007: O Level Grade 12 Certificate** - Mporokoso High School
- **2004: Grade 9 Certificate** - Lupungu Basic School

LANGUAGES

- English: Fluent
- Bemba: Fluent

REFERENCES

Mr. Edwin Mbewe

- Thita Engineering Services Limited
- Phone: 0979 623280

Mrs. Alice Phiri

- Phone: 0966 518819