



Edmund Kaseke

Curriculum Vitae (CV)

What job i'm looking for? My positive points

A highly focused, experienced and dedicated individual with 19 years of practical experience in the Management of Finance, Strategic Planning, Team building, Public Sector Accounting and Statutory Compliance. Strong finance & Managerial professional skilled in Budgeting, Analytical Skills, Microsoft Package and SAP Solution.

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|-------------------------|---|
| Preferred occupation | Compliance Strategic Management Management, human resources jobs |
| | Finance managers Finance jobs |
| | Administrators Administrative jobs |
| | Project managers Management, human resources jobs |
| Preferred work location | Johannesburg Gauteng |

Contacts and general information about me

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|------------------|---|
| Day of birth | 1977-09-22 (48 years old) |
| Gender | Male |
| Telephone number | <i>Information is available only for registered users.</i> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Work experience

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|------------------------------------|--|
| Working period | nuo 2012.09 iki dabar |
| Company name | National Social Security Authority [Zimbabwe] |
| Occupation | Senior Compliance Inspector |
| What you did at this job position? | <ul style="list-style-type: none"> □ Verifying and approving amounts for prosecution and litigation to ensure that all dues are collected. □ Enabling registration of all employers of labour and their employees so as to have a clear record to pay benefits accurately in future in line with the statutory requirements. □ Ensure that all reminders and final demands are sent to defaulters to trigger them to pay so as to meet collection targets. □ Supervising subordinates in the compliance department. □ Ensuring that verification of employer accounts are done monthly. □ Attending High Court cases to prove NSSA claims against non paying employers. □ Supervising correction of address and subsequent deletion from the Debtors list on N.L.E. □ Compiling Contributions and Compliance monthly reports. □ Preparing sectional budgets/estimates of expenditure. □ Registration of new employees and employers for both WCIF and NPS, |

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|------------------------------------|--|
| Working period | nuo 1997.02 iki 2012.08 |
| Company name | District Development Fund |
| You were working at: | Project managers |
| Occupation | District Coordinator |
| What you did at this job position? | <ul style="list-style-type: none"> □ Responsible for all DDF activities at district level, □ Assist in budget formulation as well as ensuring that all expenses are reasonable, justified and within budget. □ Collaboration with NGO'S on rural development initiatives. □ Local community engagement/training □ Ensuring compliance to DDF instructions and relevant government policies, □ Ensuring control and proper utilization of DDF assets , □ Identification of training needs for district staff, □ Maintaining and reviewing internal control systems and recommend changes where necessary □ Set up control systems and monitor adherence by all staff members □ Manage the projects allocations of the organisation and ensure that the projects run effectively at all times. □ Representing DDF at RDDC and other forums at district level, □ Conducting staff interviews, appointments and termination of service contracts |

Education

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|---------------------------|--|
| Educational period | nuo 2014.01 iki 2015.12 |
| Degree | Masters |
| Educational institution | <ul style="list-style-type: none"> □ Midlands State University, Gweru, Zimbabwe |
| Educational qualification | Master of Commerce in Strategic Management and Corporate Governance Degree. |
| Educational period | nuo 2008.01 iki 2011.05 |
| Degree | Degree |
| Educational institution | Midlands State University, Gweru, Zimbabwe |
| Educational qualification | Bachelor of Commerce Business Management Honors' Degree-[Finance] |

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|---------------------------|---|
| Degree | Professional Qualification |
| Educational institution | □ Institute of Administration and Commerce (IAC Zimbabwe) |
| Educational qualification | Diploma in Cost & Management Accounting [NQF Level 6] |
| Degree | Professional Qualification |
| Educational institution | □ Institute of Administration and Commerce (IAC Zimbabwe) |
| Educational qualification | Diploma in Financial Accounting [NQF Level 6] |

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------------|-----------------------|----------------------------|----------------------|
| English | very good | fluent | fluent |

Computer knowledge

WINDOWS/MICROSOFT OFFICE; EXCEL/ PUBLISHER/ SAP SOLUTION/ INTERNET

Recommendations

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| Contact person | Mr C G Tsikwa |
| Occupation | Regional Magistrate |
| Company | Judicial Service Commission |
| Telephone number | +2630773288064 |

Additional information

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|---------------------|---------------------------|
| Driver licenses | B Light Vehicle ≤ 3,500kg |
| Driver license from | 1996-05-00 (29 years) |