



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.

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

Day of birth	1977-09-22 (46 years old)
Gender	Male
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

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? ☐ 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 none 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,

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? ☐ 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

Educational period **nuo 2014.01 iki 2015.12**

Degree Masters

Educational institution ☐ 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]

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

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

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	1996-05-00 (28 years)