

# Chaona Chirembo, Jasleen (Malawi)

[original: English]

## Curriculum vitae

### Personal details

Family name: Chaona Chirembo  
First names: Jasleen  
Profession: Accountant  
Date of birth: 19 December 1984  
Sex: Female  
Marital status: Married  
Nationality: Malawian

### Language proficiency

	<b>Reading</b>	<b>Writing</b>	<b>Speaking</b>
English	Excellent	Excellent	Excellent
Chichewa	Excellent	Excellent	Excellent

### Educational background

- Masters in Business Administration ESAMI (Pending)
- Bachelors Degree in Business Administration, University of Malawi - The Polytechnic (2007)
- Malawi School Certificate of Education – Army Secondary School (2002)

### Work experience

**1 April 2022- present**    **First Secretary Administration**, Malawi Mission in Geneva

Responsibilities include:

- Preparation of Accounts related report as well as Bank reconciliation
- Prepare Expenditure return reports
- Annual Budget creation, cost analysis and forecasting of the budgets
- Recommend administrative management related procedures for expenditure and varied accounting practices
- Arrange, Prioritize and work on all accounting and Administrative procedures
- Train, mentor, guide and analyse staff's performance
- Preparation of Financial statements for the office
- Review purchase of service, supplies and equipment as per established budgets
- Representing the Ambassador in meetings

**1 January 2021- 28 March 2022**    **Principal Accountant**, Department of Statutory Corporations, Malawi Government under Office of the President and Cabinet

Responsibilities include:

- Attending Committee meetings for Statutory Corporations of Malawi
- Attending to Board Meeting of Statutory corporations Of Malawi
- Monitor preparation Accounts related report as well as Bank reconciliation
- Sitting on interview Panel Boards for posts of Senior Management for parastatal Boards
- Annual Budget creation, cost analysis and forecasting of the budgets
- Recommend administrative management related procedures for expenditure and varied accounting practices
- Arrange, Prioritize and assign work to all accounting team members

## ***J. Chaona Chirembo***

- Train, mentor, guide and analyse staff's performance
- Sit on IPDC Committees for Statutory Corporations
- Preparation of Financial statements for office of the president and cabinet
- Review and authorize purchase of service, supplies and equipment as per established budgets
- Representing the Comptroller of Statutory Corporations in meetings

**1 March 2018- 31 December 2020**      **Principal Accountant**, Civil Service Commission, Malawi Government under Ministry of Transport and Public works

Responsibilities include:

- Monitor preparation Accounts related report as well as bank reconciliation
- Annual Budget creation, cost analysis and Budget forecasting
- Recommend administrative management related procedures for expenditure and varied accounting practices
- Arrange, Prioritize and assign work to all accounting team members
- Train, mentor, guide and analyse Accounts staffs' performance
- Counter- signing cheques and related documents
- Review and authorize purchase of service, supplies and equipment as per established budgets
- Representing the Director in meetings

**August 2015 – 25 Feb 2018**      **Accountant (Financial Controller)**, Civil Service Commission, Malawi Government under the under Ministry of Agriculture Irrigation and water Development

Responsibilities include:

- Reconciliation and expense Reporting
- Budget creation, cost analysis and forecasting
- Preparation of financial statements
- Month-end analysis and reconciliation
- Counter- signing cheques and related documents
- Reporting and documentation
- Vendor relations
- Attending to Auditors and audit queries
- Supervise Account Staff
- Attending financial meetings
- Preparation of Expenditure reports and balance sheet Reports

**1 February 2012 – August 2015**      **Accountant**, Civil Service Commission, Malawi Government under the Department of Accountant General

Responsibilities include:

- Analyzing and summarizing submissions of Cash Control Reports from Ministries, Departments, Agencies and Councils
- Supporting MDAs on checking, validating data and balancing Cash Controls
- Supervision checks on pension related issues such as treatment of death of a pensioner, establish the reporting system and ascertain that pension payment are not continuing after death of a pensioner.
- Assessing how pension payments are made and what challenges are being experienced in respect of Treasury Cashiers
- To ensure that Cash Controls are submitted in time as per circular issued by the accountant general
- To validate data captured
- To answer any queries arising

**1 April 2009 – 30 January 2012** **Accounts Assistant GoM/EU Income Generating Public Works Programme (IGPWP)**, funded by the European Union. The prime role is the managing of the accounting activities of IGPWP at the Blantyre Zone Office comprising four Districts

Responsibilities include:

- Preparation of monthly zone financial reports for the Head office
- Management and control of office supplies
- Coordinate and supervise staff on functions of the accounts activities.
- Assist in preparation of the accounts and administration components budgets
- Assisting the District Assembly in liquidation of District Assembly Petty cash in line with the EU Procedures and regulations
- Acting as a paying officer for all zone level activities and ensuring timely liquidation of the funds
- Maintaining the programme assets inventory and records of equipment
- Management of the Zone Warehouse/Stores
- Accurately maintaining books and accounting records for the zone office
- Preparation of zone cash position
- Facilitate travel arrangements of the Zone Staff

**1 June 2008– 31 March 2009** **GoM/EU Income Generating Public Works Programme (IGPWP)**, funded by the European Union. The prime role was the processing of payments at the Accounts Department of IGPWP at the Head Office

Responsibilities include:

- Accurate and timely capturing of financial data
- Facilitating processing of payments
- Preparing and processing of travel advances, local purchase orders, invoices and payment certificates
- Managing of petty cash
- Participating in planning and financial audit activities.
- Filing of all relevant accounting documents

**27 Sept 2004 – 30 April 2005** **Accounts and Administrative Assistant, Office of the Ombudsman, Student attachment to the Accounts and Administration Department at Lilongwe Office**

Responsibilities include:

- Accurate and timely capturing of financial data
- Facilitating processing of payments
- Preparing and processing of travel advances, purchase orders, invoices, cheque request and contract payments to staff and service providers
- Managing of petty cash
- Participating in planning and budgeting activities

### **Computer knowledge**

Computer knowledge in MS Excel, MS Word, MS PowerPoint, Accounting packages – Sage Line, Panteleimon system.

### **Other achievements**

Holder of a valid Class B driving license.

Under my leadership at Statutory Corporation the Accounts Department Monthly and Annual Reports from statutory corporations start coming in from 40 % to 80 %

## **Research paper**

**‘The Impact of Marketing Promotions at Carlsberg Malawi Limited on Sales’**, submitted as a dissertation for the award of a Bachelors Degree in Business Administration, December 2007.

## **Hobbies**

Travelling, reading all sorts of publications, watching movies, playing netball.

## **Referees**

Mrs. M. Chattaika  
University of Malawi  
The Polytechnic  
Private Bag 303  
BLANTYRE 3

Mr. M. Mussa Gama  
Ministry of Defence  
P/Bag 339  
LILONGWE

Mr M. Kazombo  
Department of Statutory Corporations  
P.O. Box 30061  
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