

Profile

A self-motivated, analytical and highly experienced accountant who is able to fit in in any organization. A team worker with good communicator and organizational skills.

Joined CUTS International on March, 2021 as Project Accountant.

Experience & Skills

Computer Operator – Agip Zambia Ltd (April 1991- May 1992)

- Data Entry for all accounting work.
- Maintaining library of files, disks and all reports).

Assistant Accountant – Agip Zambia Ltd (May 1992- October 1995)

- Maintaining of Petty cash
- Preparation of Wages and Salaries for all staff.
- Monitoring labor costs to ensure budget is not exceeded
- Making statutory payments (PAYE, ZNPF Workers' Compensation, Personal Levy)

Accountant - Agip Zambia Ltd (Nov 1995-March 1997)

- Budget Preparation
- Approving of payments to clients and Institutions
- Cash flow statements
- Maintaining creditors' and Debtors Ledger etc

Accountant – Dani Freight (May 1999 –September 2001)

- Supervision of Clerical staff to ensure quality work and meet deadlines
- Preparation and Analysis of financial statements and cash flows
- Preparation of monthly payroll for all staff
- Maintaining correct record of Debtors, Creditors and ensure they are properly reconciled on monthly basis.

Accountant – wildlife Conservation Society (May 2002 – August 2008)

Accountant – Zambia Border Crossing Company (September 2008-December 2015)

Accountant – Tau Risk consultants (June 2017 – September 2020)

SUMMARY CV

James Mwepa



Position

Project Accountant

Year of birth

1971

Nationality

Zambian

Language

English, Lambya (Mother tongue) and Town Nyanja

Qualifications

- Zambia Diploma In Accountancy
- Currently Pursuing ACCA Knowledge Skills Level

Key skills

- **Microsoft Office:** Word, Excel
- **Operating Systems:** Pastel Accounting Software, Dove Payroll
- **Managerial Skills:** Proactive, Ethical, Analytical; Attention to Detail, Able to work in a multi-cultural setting

Email

jmw@cuts.org