



SAIMA IMMANUEL

Software Engineer

CONTACT DETAILS



+264 81 123 4567



Saima.Immanuel@gmail.com



Walvis Bay, Namibia



<https://www.linkedin.com/in/saima>

PERSONAL ESSENTIALS

Name	Saima Immanuel
Gender	Female
Nationality	Namibian
Languages	English, Afrikaans, and Oshiwambo

EDUCATIONAL BACKGROUND

Bachelor's in Business Administration Honours

NQF Level 8
International University of Management (IUM)
Year: 2021

Bachelor's Degree in Business Administration

NQF Level 7
International University of Management (IUM)
Year: 2019

Namibia Senior Secondary Certificate

NSSC (Grade 12)
Iipumbu Secondary School
Year: 2009

SHORT COURSE/TRAINING

- ◆ Sage HR & Payroll, 2023
- ◆ In-Service Training on Communication skills, 2022
- ◆ Customer Service Training, 2021
- ◆ Namibia Public Procurement Procedures, 2020

ACHIEVEMENTS

- ◆ Excellent communication skills
- ◆ Inventory management
- ◆ Negotiation skills
- ◆ Sales and marketing skills
- ◆ Budgeting, cost management, and financial analysis

PROFILE SUMMARY

Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinctio tenetur necessitatibus assumenda magnam, neque sint ipsum autem expedita earum nostrum cum odio placeat commodi impedit. Ipsam quos aperiam ipsum excepturi aspernatur, fugit et aliquam Nobis magni voluptate id. Asperiores amet tenetur beatae delectus eius natus. Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinctio tenetur necessitatibus assumenda magnam, neque sint ipsum autem expedita earum nostrum cum odio placeat commodi impedit. Ipsam quos aperiam ipsum excepturi aspernatur, fugit et aliquam Nobis magni voluptate id. Asperiores amet tenetur beatae delectus eius natus.

PROFESSIONAL SKILLS AND ABILITIES

- ◆ Excellent communication skills
- ◆ Inventory management
- ◆ Negotiation skills
- ◆ Sales and marketing skills
- ◆ Budgeting, cost management, and financial analysis
- ◆ Excellent communication skills
- ◆ Inventory management
- ◆ Negotiation skills
- ◆ Sales and marketing skills
- ◆ Budgeting, cost management, and financial analysis

PROFESSIONAL EXPERIENCES

Audit Manager

Company Name, Windhoek, Namibia | October 2024 - to date

Duties and Responsibilities:

- ◆ Oversee audit project planning, execution, and completion to ensure timely and quality delivery.
- ◆ Conduct and supervise reviews of external audit files and financial statements for accuracy and compliance.
- ◆ Provide expert guidance on IFRS, Income Tax, and Companies Act-related queries to clients.
- ◆ Facilitate effective communication with clients, regulatory bodies, and other key stakeholders.
- ◆ Lead and develop team members through coaching, performance management, and mentorship programs.

Audit Supervisor

Company Name, Windhoek, Namibia | July 2023 - September 2023

Duties and Responsibilities:

- ◆ Oversaw and guided audit engagements for municipalities and parastatals, including the Social Security Commission of Namibia.
- ◆ Directed audit teams, ensuring effective allocation of tasks and maintaining quality control throughout the audit process.
- ◆ Monitored adherence to accounting standards, regulatory requirements, and internal policies.
- ◆ Developed and implemented tailored audit strategies and ensured successful execution within specified timelines.

REFERENCES

Mr. Full Name

Chief Human Resources Practitioner
Company Name
Tel: +264 61 123 456

Mrs. Full Name

Chief Human Resources Practitioner
Company Name
Tel: +264 61 123 4563

Ms. Full Name

Chief Human Resources Practitioner
Company Name
Tel: +264 61 123 4563

Audit Manager

Company Name, Windhoek, Namibia | October 2017 — June 2023

Duties and Responsibilities:

- ◆ Oversaw and guided audit engagements for municipalities and parastatals, including the Social Security Commission of Namibia.
- ◆ Directed audit teams, ensuring effective allocation of tasks and maintaining quality control throughout the audit process.
- ◆ Monitored adherence to accounting standards, regulatory requirements, and internal policies.
- ◆ Developed and implemented tailored audit strategies and ensured successful execution within specified timelines.



JOHN DOE



+264 81 123 4567



Walvis Bay, Namibia



johndoe@gmail.com

PERSONAL ESSENTIALS

Name	John Doe
Gender	Male
Nationality	Namibian
Driver's License	Code B
Languages	English, Oshiwambo, Afrikaans

EDUCATION BACKGROUND

Bachelor Degree in Business Management (NQF Level 7)

University of Namibia (UNAM)
Year: 2022

Namibia Senior Secondary Certificate NSSC (Grade 12)

Name of secondary School
Year: 2012

TRAINING/SHORT COURSES

- ◆ Sage HR & Payroll, 2023
- ◆ In-Service Training on Communication skills, 2022
- ◆ Customer Service Training, 2021
- ◆ Namibia Public Procurement Procedures, 2020

PROFILE SUMMARY

Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinctio tenetur necessitatibus assumenda magnam, neque sint ipsum autem expedita earum nostrum cum odio placeat commodi impedit. Ipsam quos aperiam ipsum excepturi aspernatur, fugit et aliquam Nobis magni voluptate id. Asperiores amet tenetur beatae delectus eius natus.

PROFFESIONAL SKILLS AND ABILITIES

- Excellent communication skills
- Basic Pastel Accounting
- Sage Payroll & HR Software
- Microsoft Office Literate (Word, Excel, PowerPoint and Outlook)
- Able to work on own initiative and to tight deadlines.
- High level of attention to detail
- Well organized & Flexible
- Assertive and Teamwork
- Good time management
- Emotional intelligence
- Administrative skills

CAREER SUMMARY

Your Occupation goes here

Company Name | 23 April 2016 – 30 April 2022

Duties and Responsibilities:

- Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque.
- Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- Lorem ipsum adipisicing elit. Cumque ab distinction.

REFERENCES

Mr. Full Name

Chief Human Resources Practitioner
Company Name
Tel: +264 61 123 456334

Mrs. Full Name

Chief Human Resources Practitioner
Company Name
Tel: +264 61 123 456334

Ms. Full Name

Chief Human Resources Practitioner
Company Name
Tel: +264 61 123 456334

Your Occupation goes here

Company Name | 23 April 2016 – 30 April 2022

Duties and Responsibilities:

- Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque.
- Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- Lorem ipsum adipisicing elit. Cumque ab distinction.

Your Occupation goes here

Company Name | 23 April 2016 – 30 April 2022

Duties and Responsibilities:

- Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque.
- Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- Lorem ipsum adipisicing elit. Cumque ab distinction.



CURRICULUM VITAE OF IMMANUEL IMMANUEL

CONTACT DETAILS



+264 81 123 4567



immanuel@gmail.com



Windhoek, Namibia



<https://www.linkedin.com/in/immanuel>

PERSONAL ESSENTIALS

Name	Immanuel Immanuel
Gender	Male
Nationality	Namibian
Languages	English, Afrikaans, and Oshiwambo

EDUCATION BACKGROUND

Post Graduate Diploma in Applied Accounting Sciences (CTA)

University of South Africa (UNISA)
Year: 2019

Bachelor of Commerce Honours in Financial Accountancy

North West University
Year: 2017

Bachelor of Accounting (Chartered Accountancy)

University of Namibia (UNAM)
Year: 2014

Namibia Senior Secondary Certificate NSSC (Grade 12)

Etalaleko Senior Secondary
Year: 2010

SHORT COURSES/TRAINING

- ◆ Sage HR & Payroll, 2023
- ◆ In-Service Training on Communication skills, 2022
- ◆ Customer Service Training, 2021
- ◆ Namibia Public Procurement Procedures, 2020

PROFILE SUMMARY

Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinctio tenetur necessitatibus assumenda magnam, neque sint ipsum autem expedita earum nostrum cum odio placeat commodi impedit. Ipsam quos aperiam ipsum excepturi aspernatur, fugit et aliquam Nobis magni voluptate id. Asperiores amet tenetur beatae delectus eius natus. Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinctio tenetur necessitatibus assumenda magnam, neque sint ipsum autem expedita earum nostrum cum odio placeat commodi impedit. Ipsam quos aperiam ipsum excepturi aspernatur, fugit et aliquam Nobis magni voluptate id. Asperiores amet tenetur beatae delectus eius natus.

PROFESSIONAL EXPERIENCE

Audit Manager

Company Name, Windhoek, Namibia | October 2024 - to date

Duties and Responsibilities:

- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque.
- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- ◆ Lorem ipsum adipisicing elit. Cumque ab distinction.
- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque.
- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- ◆ Lorem ipsum adipisicing elit. Cumque ab distinction.

Audit Supervisor

Company Name, Windhoek, Namibia | July 2023 - September 2023

Duties and Responsibilities:

- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque.
- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- ◆ Lorem ipsum adipisicing elit. Cumque ab distinction.
- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.

Assistant Lecturer: Financial Accounting

North West University (NWU) | January 2020 — December 2020

Duties and Responsibilities:

- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque.
- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- ◆ Lorem ipsum adipisicing elit. Cumque ab distinction.
- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque.
- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.

SKILLS AND ABILITIES

- ◆ Leadership in team capacity building and performance management.
- ◆ Advanced proficiency in Microsoft Office.
- ◆ Conflict resolution and ability to maintain confidentiality.
- ◆ Proficiency in statutory reporting and compliance frameworks.
- ◆ Skilled in project management and administrative coordination.
- ◆ Strong problem solving and decision making capabilities.
- ◆ In-depth knowledge of IFRS and Namibian taxation.
- ◆ Excellent communication and interpersonal skills.
- ◆ Excellent organisational and time management skills.
- ◆ Skilled in building and maintaining strong, long-term client relationships.
- ◆ Adaptable to different working environments and work under pressure.

REFERENCES

Mr. Full Name

Chief Human Resources Practitioner
Company Name
Tel: +264 61 123 456

Mrs. Full Name

Chief Human Resources Practitioner
Company Name
Tel: +264 61 123 4563

Ms. Full Name

Chief Human Resources Practitioner
Company Name
Tel: +264 61 123 4563

Intern: Finance

Company Name, Windhoek, Namibia | February 2018 — March 2018

Duties and Responsibilities:

- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque.
- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- ◆ Lorem ipsum adipisicing elit. Cumque ab distinction.
- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque.
- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- ◆ Lorem ipsum adipisicing elit. Cumque ab distinction.

Part-Time Lecturer: Namibian Taxation & Financial Accounting

Company Name, Windhoek, Namibia | January 2017 - August 2024

Duties and Responsibilities:

- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque.
- ◆ Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinction.
- ◆ Lorem ipsum adipisicing elit. Cumque ab distinction.

SS

SIMON SIMASIKU



+264 81 123 4567



Simonsimasiku@gmail.com



Windhoek, Namibia



<https://www.linkedin.com/in/simasiku>

PERSONAL ESSENTIALS

Name	Simon Simasiku
Gender	Male
Nationality	Namibian
Languages	English, Afrikaans, and Oshiwambo

EDUCATION BACKGROUND

Bachelor's in Business Administration Honours

NQF Level 8
International University of Management (IUM)
Year: 2013

Bachelor's Degree in Business Administration

NQF Level 7
International University of Management (IUM)
Year: 2011

Namibia Senior Secondary Certificate

NSSC (Grade 12)
Oshela secondary school
Year: 2009

SKILLS AND ABILITIES

- ◆ Excellent communication skills
- ◆ Inventory management
- ◆ Negotiation skills
- ◆ Sales and marketing skills
- ◆ Budgeting, cost management, and financial analysis
- ◆ Great customer service skills
- ◆ Risk management skills
- ◆ Administrative skills
- ◆ Strategic Planning Business development, Logistic and supply chain management
- ◆ Planning and organizational skills
- ◆ Leadership skills
- ◆ High level of attention to detail
- ◆ Ability to perform well under pressure
- ◆ Strong problem-solving skills
- ◆ Effective time management
- ◆ Data entry and documentation
- ◆ Microsoft Office Literate (Word, Excel, PowerPoint and Outlook)

PROFILE SUMMARY

Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinctio tenetur necessitatibus assumenda magnam, neque sint ipsum autem expedita earum nostrum cum odio placeat commodi impedit. Ipsam quos aperiam ipsum excepturi aspernatur, fugit et aliquam Nobis magni voluptate id. Asperiores amet tenetur beatae delectus eius natus. Lorem ipsum dolor sit amet consectetur adipisicing elit. Cumque ab distinctio tenetur necessitatibus assumenda magnam, neque sint ipsum autem expedita earum nostrum cum odio placeat commodi impedit. Ipsam quos aperiam ipsum excepturi aspernatur, fugit et aliquam Nobis magni voluptate id. Asperiores amet tenetur beatae delectus eius natus.

PROFESSIONAL EXPERIENCE

Audit Manager

Company Name, Windhoek, Namibia | October 2023 — to date

Duties and Responsibilities:

- ◆ Oversee audit project planning, execution, and completion to ensure timely and quality delivery.
- ◆ Conduct and supervise reviews of external audit files and financial statements for accuracy and compliance.
- ◆ Provide expert guidance on IFRS, Income Tax, and Companies Act-related queries to clients.
- ◆ Facilitate effective communication with clients, regulatory bodies, and other key stakeholders.
- ◆ Lead and develop team members through coaching, performance management, and mentorship programs.
- ◆ Develop technical and financial proposals to secure new business opportunities.
- ◆ Address technical issues and provide advisory services related to mergers and acquisitions.

Audit Supervisor

Company Name, Windhoek, Namibia | July 2023 - September 2023

Duties and Responsibilities:

- ◆ Oversaw and guided audit engagements for municipalities and parastatals, including the Social Security Commission of Namibia.
- ◆ Directed audit teams, ensuring effective allocation of tasks and maintaining quality control throughout the audit process.
- ◆ Monitored adherence to accounting standards, regulatory requirements, and internal policies.
- ◆ Developed and implemented tailored audit strategies and ensured successful execution within specified timelines.

REFERENCES

Mr. Full Name

Chief Human Resources Practitioner
Company Name
Tel: +264 61 123 456334

Mrs. Full Name

Chief Human Resources Practitioner
Company Name
Tel: +264 61 123 456334

Ms. Full Name

Chief Human Resources Practitioner
Company Name
Tel: +264 61 123 456334

Audit Manager

Company Name, Windhoek, Namibia | October 2013 — June 2023

Duties and Responsibilities:

- ◆ Oversaw and guided audit engagements for municipalities and parastatals, including the Social Security Commission of Namibia.
- ◆ Directed audit teams, ensuring effective allocation of tasks and maintaining quality control throughout the audit process.
- ◆ Monitored adherence to accounting standards, regulatory requirements, and internal policies.
- ◆ Developed and implemented tailored audit strategies and ensured successful execution within specified timelines