

## RONNY KASUTO CURRICULUM VITAE

+26481 587 3945

rnnkasuto@gmail.com

### PROFESSIONAL PROFILE

Ambitious accounting and finance graduate with an extensive exposure to finance, accounting, tax, audit, budget, administration, procurement and project management. Throughout my work experience I gain a broad range of skills and knowledge which include financial support, financial transactions capturing (Sage & pastel accounting software), budget, office software (excel & word), office supplies & asset management, procurement and fleet management.

I am well positioned to provide a critical support to my senior staff and colleagues across a range of industries and bring a blend of financial, administration, procurement and soft skills that could benefit your organisation.

### EDUCATION

**Postgraduate Diploma in Business Administration, University of Namibia (Namibia Business School)- (Jan 2022- Dec 2022)**

Strategic financial management, Strategic operations Management, Strategic management, Strategic project management, Strategic management, Advanced Business law & ethics..

**Bachelor of Accounting, Namibia University of Science and Technology (NUST)-(Feb 2016-Nov 2019)**

Financial Accounting, Cost and Management Accounting, Taxation, Auditing, Business & Commercial Law, Business Management and Managerial Finance.

**Namibia Senior Secondary Certificate, Johannes Döhren Roman Catholic High School-(Jan 2014- Oct 2015)**

Biology, Physical Science, Geography, Mathematics, Setswana and English.

### CORE SKILL

- Reporting • Sage accounting • Fleet management
- Administration support • Reconciliations
- Finance support • Project support • VAT claims
- Travel management • Budget management
- Note-taking • Driving • Minutes taking • Procurement

### ADDITIONAL

- Microsoft office, Excel, PowerPoint, Outlook, Microsoft Teams & Zoom.
- Language proficiency (English, Otjiherero, Setswana and Afrikaans)

## CAREER SUMMARY

**October 2023- Present** N/a'ankuse Foundation

**Finance Officer**

### Outline & key responsibilities:

- Pastel capturing of supplier and customer invoices;
- Day to day administrative functions;
- Reconciliation of balance sheet accounts (accounts payables, etc),
- NTB levy and import VAT submission,
- Petty cash control and daily cash up,
- Assist with monthly payroll;
- Day to day carrying out of accounting and financial matters related to the Foundation;
- Maintenance of appropriate internal financial control and procedures;
- Assist with annual audits;
- Up to date record keeping (staff leave days tracking, documentation etc);

**January 2022- June 2023**

NamParks Phase V-KfW Funded Project within Ministry of Environment, Forestry & Tourism, Windhoek.

**Administrative Assistant**

### Outline & key responsibilities:

- Day to day management of administrative matters related to the project;
- Day to day carrying out of accounting and financial matters related to the project;
- Up to date record keeping (staff leave days tracking, documentation etc);
- Support to the Accountant on financial management, procurement and reporting;
- Ordering of office supplies (stationeries etc);
- Capturing of payments in Pastel Accounting Software;
- Assist with loading payments in online banking system;
- Monitoring and update of weekly and monthly budgets;
- Audit preparations and ensuring that all supporting documents are attached to payments made;
- Reconciliations (bluefuel, cashbook etc);
- Asset and equipment registration updates, tagging, and performing physical verifications;
- Logistical, travel, and meeting (sending out invites, attendance register, venue setup, minutes taking etc) arrangements ;
- Liaise with banks, supplier, stakeholders and donors when required;
- Submission of VAT claims.

**July 2020- December 2021**

NamParks Phase V-KfW Funded Project within Ministry of Environment, Forestry & Tourism, Windhoek.

**Finance and Administrative Intern**

### Outline & key responsibilities:

- Assist with compiling financial data for reporting; purposes and weekly Budget monitoring Reporting;
- Capturing of payments in Pastel Accounting Software;
- Assist with auditing preparations;
- Assist with preparation of payments paperwork;
- Preparing the VAT claims, compiling;
- Disposition Fund account VAT returns;
- Assist with the procurement of goods. (camping equipment, laptops, printers etc) and office supplies following the KfW Procurement Guidelines for both the project and MEFT staff;
- Assist with recording and tagging of assets /goods (laptops, equipment & printers).

## REFERENCES

- Michael Sibalatani- Project Manager (NamParks V Project) Tel : +264 612842728/264811410927  
[Michael.Sibalatani@namparks.org](mailto:Michael.Sibalatani@namparks.org)
- Mr Rudolf Gaweseb- Founding and Managing Member of RG Accounting and Tax Consultants cc  
Tel: 0816144680 / 061234818, [rrgaweseb@gmail.com](mailto:rrgaweseb@gmail.com)
- Emmah Hipakua- Lecturer, Namibia Business School (UNAM) Tel: +26481 2888885,  
[hipakuae@gmail.com](mailto:hipakuae@gmail.com)
- Armas Hangula- Financial Manager, N/a'ankuse Foundation,  
[armas@naankuse.com](mailto:armas@naankuse.com)

## CAREER SUMMARY

**September 2019- December 2019** RG Accounting and Tax

Consultant CC  
Accounting Intern

### Outline & key responsibilities:

- Assist with capturing of receipts and payments of clients' in Pastel Accounting Software;
- Performed stock audits and ensure that internal controls are met by clients;
- Involve in day to day administration of clients;
- VAT returns filling for VAT refund of clients ;
- Social Security contribution of stuff;
- PAYE submission to Inland Revenue.