

**Gina Martha Dongwi**  
**Erf 376 BLOCK G, Rehoboth,**  
**Namibia.+264815732405, Private Bag 13307 Whk**

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<b>Date of Birth:</b>	03-07-1983	<b>Nationality:</b>	Namibian
<b>Work Number:</b>	061-2042231	<b>Cell Number:</b>	0815732405
<b>Criminal record:</b>	none	<b>marital status:</b>	Married
<b>Driving licence:</b>	code 8		

**Email Address:** gshifotoka@gmail.com

### Objective

Acting Senior Accountant for 5years, Accountant with over 7 years of experience providing thorough and skilful support to chief accountant and director of finance. Looking for economics, administration and accounting challenges preferably in the central or commercial banks or any other institution or organisation where I can be creative, initiative, and a genuine enthusiasm would allow me to progress.

### Academic

**2005-2009**                      **POLYTECHNIC OF NAMIBIA, WINDHOEK**

**Bachelor of Technology: Economics**

Degree obtained October 16 2009

**Modules include:**

**2009:** Research Project, Mathematical Economics and Applied Mathematics

**2008:** Mathematics for Economists, Mathematics for social science 1B, Statistic for Economist, Transport Economics, Project planning and Management, Public Finance and Taxation, Corporate Finance, English Module 6, Research Methodology proposal and Econometrics.

**2007:** Economic Growth and Development, Industrial Economics, International Trade, Economics of Namibia and SACU Countries 4A, Economics of Namibia and SACU Countries 4B, Mathematics for Social science 1A, Managerial Economics, Applied Economic Policy Analysis, Basic Business Statistics, English Communication Module 5.

**2006:** Business Accounting 2A, Business Accounting 2B, Basic Business Statistics 1A, Economics of Agriculture and Rural Development, English communication Module 3, English Communication Module 4, Financial Intermediation and Institutional Investment, International Finance, Intermediate Micro Economics, Intermediate Macro Economics, Introduction to Mathematics, Money and Banking.

**2005:** Business Accounting 1A, Business Accounting 1B, Principles of Economics 1A, Principles of Economics 1B, Principles of Information System 1A, Principles of Information System 1B.

## LANGUAGES

	<b>ENGLISH</b>	<b>OSHIWAMBO</b>	<b>AFRIKAANS</b>
<b>SPEAK</b>	Excellent	Excellent	Good
<b>READ</b>	Excellent	Good	Fair
<b>WRITE</b>	Excellent	Good	Fair

## HIGH SCHOOL BACKGROUND

### 2002-2003: Suiderlig High School

#### HIGCSE

Subject Passed: English Second Language, Economics

#### IGCSE

Subjected Passed: Mathematics, Accounting, Business Studies, and Natural Economy.

## SKILLS EXPERIENCED

### Computer:

Microsoft: Word

Excel

PowerPoint

Access

Outlook

SPSS

PC GIVE

Internet

IFMS

## EXTRA CURRICULAR ACTIVITIES

Treasurer of the Polytechnic AIDS Awareness Club

## WORKING EXPERIENCE

### MINISTRY OF DEFENCE

1 MAY 2015 TO CURRENT

### ACTING SENIOR ACCOUNTANT BUDGET AND RECON

### DIRECTORATE OF FINANCE BUDGET OFFICE

#### DUTIES INCLUDE:

- \*passing all manual journals regarding corrections bills payable
- \*facilitate the keeping of record of all expenditure from DA's
- \*ensure suspense accounts which are not transferable to next financial year have Zero.
- \*completion of the FBP and FBP for the rest of the budget as soon as the budget is Approved.
- \*completion of the forecast cash flow on or before the 6<sup>th</sup> of every month
- \*keep a petty cash register

**MINISTRY OF DEFENCE**  
**1 MARCH 2011 TO 30 April 2015**  
**ACCOUNTANT**  
**DIRECTORATE OF FINANCE BUDGET OFFICE**  
**DUTIES INCLUDE:**

- \*Preparing and requesting the monthly Treasury Authorization Warrant (TAW) for Submission to treasury.
- \*Passing journals on the IFMS system
- \*Processing and analysing of Financial Authority Request (FA's) for submission to The financial authority group
- \*Completion and distribution of Funds Distribution Certificate
- \*Printing and distribution of various reports
- \*filling documents that have to do with budget control
- \*Reconciling the daily FA register for different main and subdivision
- \*Preparing payments and forwarding them to creditors
- \*working on the Dsa system
- \*help with the budgeting and distribution of the money within the main and Subdivision of the ministry.

**CITY OF WINDHOEK (community development division)**  
**SEPTEMBER-DECEMBER 2009**  
**Assistant Receptionist: Contract**

Duties include:

- \*Answering of phone
- \*Attend to clients
- \*capture data
- \*Send faxes
- \*Take messages
- \*Survey clients
- \*Order stationary
- \*Accept and sign for deliveries
- \*Scan documents
- \*Request cheque payments for the other students
- \*Attend meetings

**CITY OF WINDHOEK (community development division)**  
**April- July 2009**  
**Data capture: Contract**

Duties include:

- \*Data capturing
- \*Demarcation of land
- \*Relocating of people from one erven to another
- \*Do administrative work
- \*Do Field work
- \*Attended workshops and do projects
- \*Did community work

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### **WHAT I DO IN MY SPARE TIME**

I read novels, my bible and magazines and sometimes like watching movies.  
I also like socialising with my friends.

### **My motto in life**

Is to become a successful lady in life and never to give up in what I believe in.  
Have faith in God and never underestimate yourself.  
When you start with something always finish it.  
Work as hard as you can when given an opportunity in life because there is a lot  
Of people out there that will want to be given a chance like yours.

## **REFERENCES**

Mr Medusalem Ashipala  
PC: Settlement  
City of Windhoek  
Tel: 061-2903153  
Cell: 0812522446  
Windhoek

Mrs Marilyn Maurihungirire  
A/Director Finance  
Ministry of Defence  
Tel: 061-2042243  
Cell: 0811683758  
Windhoek

Mr J.A Beukes  
Deputy Director Budget Analyst  
Ministry of Defence  
Tel: 061-2042014  
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