

# MUYEMBE LESA

ACCOUNTANT, FINANCIAL ANALYST

## CONTACT

Woodlands  
Lusaka, Zambia  
+260975074779  
Les.ej21@gmail.com

## EDUCATION

BACHELOR OF COMMERCE IN  
FINANCE AND ACCOUNTS  
(B.COM) -DEC 2020

Dmi St Eugene University  
Lusak, Zambia

GRADE 12 CERTIFICATE (GCE)

Monze boarding high school  
January 2008 – November 2010

## KEY SKILLS

Data analytics  
Financial Management & Reporting  
Compliance and Regulation  
Communication  
Customer service

## INTERESTS

Literature  
Environmental conservation  
Technology  
Sport  
Travel

## REFERENCES

Available upon request

## PROFESSIONAL PROFILE

Seasoned management, finance, and accounting professional with a robust academic background and a proven track record of achievements. Expertise in financial reporting, reconciliation, and cashiering support. Adept at working under pressure, delivering high-quality service, and ensuring compliance with international and local accounting standards. Committed to professionalism, teamwork, and aligning organizational goals with effective financial strategies.

## PROFESSIONAL EXPERIENCE

### CASHIER

Road Transport and Safety Agency (RTSA) – Finance Department  
June 2021 – December 2023

- Supported the preparation of payment vouchers and journal entries, ensuring proper documentation and accuracy.
- Facilitated asset management by reporting damaged assets to the station manager.
- Managed cashiering support, received payments, issued receipts, and maintained high accuracy.
- Addressed customer complaints professionally, ensuring high-quality service delivery.
- Timely banked government revenue collected, updated the revenue cashbook, and performed bank reconciliations.
- Managed station imprest and ensured adequate retirements and reconciliations.

### REVENUE MONITORING INTERN

Road Transport and Safety Agency (RTSA)  
June 2020 – June 2021

- Prepared consolidated financial statements by combining financial data from multiple RTSA stations for the revenue accountant.
- Conducted reconciliation of all station cash books against bank statements to detect errors and possible fraud.
- Monitored station compliance with revenue collection standards.
- Secured and banked government revenue within 24 hours of collection.

### EVALUATION AND MONITORING INTERN

Ministry of Transport, Works, Supply, and Communications  
2017

- Assisted in monitoring and evaluation tasks, contributing to accurate assessments and data management.
- Supported departmental goals by providing analytical insights for project planning.