



# JANE DOE

Audit Manager

## PROFILE SUMMARY

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+264 81 123 4567



Saima.Immanuel@gmail.com



Walvis Bay, Namibia

## PERSONAL ESSENTIALS

Name	Jane E. Doe
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

## SKILLS AND ABILITIES

- ◆ Procurement Planning & Demand Forecasting
- ◆ Procurement Administration & Contract Compliance
- ◆ SAP (Goods Receipt, Invoicing, Stock & Requisitions)
- ◆ Procurement Oversight, Inspection & Verification
- ◆ Inventory & Warehouse Management
- ◆ Supplier & Stakeholder Coordination
- ◆ Risk, Compliance & Ethical Procurement Practices
- ◆ Stock Counts, Variance Analysis & Reporting
- ◆ Operational & Process Improvement
- ◆ Health, Safety, Quality & Regulatory Compliance
- ◆ Supervisory Support & Team Collaboration
- ◆ Microsoft Office Literate (Word, Excel, PowerPoint and Outlook)

## 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.

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## 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

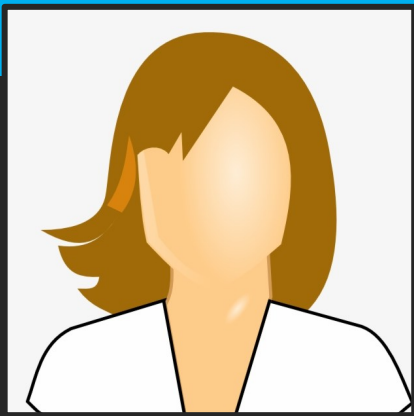
Chief Human Resources Practitioner  
Company Name  
Tel: +264 61 123 4563

## 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.
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- ◆ Developed and implemented tailored audit strategies and ensured successful execution within specified timelines.



# SHANE DOE

Procurement Officer

## CONTACT DETAILS



+264 81 123 4567



shanedoe@yourmail.com



Walvis Bay, Namibia

## PERSONAL ESSENTIALS

Name	Shane E. Doe
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

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Iipumbu Secondary School  
Year: 2009

## SKILLS AND ABILITIES

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- ◆ Procurement Administration & Contract Compliance
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- ◆ Inventory & Warehouse Management
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- ◆ Supervisory Support & Team Collaboration
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## PROFESSIONAL EXPERIENCES

### Procurement Officer

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

#### Duties and Responsibilities:

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- ◆ 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.

### Storeman

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

#### Duties and Responsibilities:

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- ◆ 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.

### Production Labels Maker

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

#### Duties and Responsibilities:

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Company Name  
Tel: +264 61 123 4563

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

## Audit Manager

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

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- ◆ Developed and implemented tailored audit strategies and ensured successful execution within specified timelines.

# CHRIS DOE

Software Engineer

SI

## CONTACT DETAILS



+264 81 123 4567



chrisdoes@yourgmail.com



Walvis Bay, Namibia



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

## PERSONAL ESSENTIALS

Name: Chris Doe  
Gender: Male  
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

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## PROFESSIONAL SKILLS AND ABILITIES

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

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### Audit Supervisor

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

#### Duties and Responsibilities:

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## Audit Manager

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

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# SI

## JANE DOE

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

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- ◆ Sage HR & Payroll, 2023
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Company Name  
Tel: +264 61 123 4563

### **Audit Manager**

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

#### **Duties and Responsibilities:**

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- ◆ 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

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## 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

## WORK EXPERIENCE

### Your Occupation goes here

Company Name | 23 April 2016 – 30 April 2022

### Duties and Responsibilities:

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## REFERENCES

### Mr. Full Name

Chief Human Resources Practitioner  
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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*

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