

C U R R I C U L U M V I T A E

Samuel. Hati. Muuya

Carrier Objectives and Introduction:

- A unique Financial Administrator and Controller with Corporate Governance Skills.
- Experienced finance and audit professional with over 20 years of expertise in managing financial operations across diverse sectors such as NGOs, Parastatals, Private Sector and Government.
- Demonstrated ability in strategic thinking and planning, financial reporting, budgeting, and risk management. Proficient in leading finance and administration teams, managing donor-funded projects, and ensuring compliance with regulatory standards and authorities.
- Strong track record of optimizing financial processes, resources, enhancing internal controls, and providing strategic financial solutions.
- Leveraging extensive expertise in risk management, compliance, and process improvement that contribute to the continued success and growth of a dynamic organization.

Personal Details:

Sex : Male

Languages : English (excellent), Portuguese &, French (all basic), Shona

Nationality : Zimbabwean

I. D. Number : 75-157622-R-75

Health : Excellent

Religion : Christian

Driver's License : Clean Class 4 No. 58029AM

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Skills, Competencies and Attributes

- Exceptional writing skills and excellent verbal communication etiquettes with good presentation skills
- Ability to handle complex situations under pressure and a multi- Tasker
- Results orientated, attention to detail, strong analytical skills and High level of personal integrity
- Ensures timely implementation of internal control recommendations with corrective actions and measures.
- Performance based, result oriented with goal focus achievable

- Commitment to continuous learning initiatives and willingness to learn new skills underpinned by enhance
- Highly adaptable to any environment, including Gender, unique supervisory skills & ability to maintain confidentiality at all levels.
- Capacitation of new employees and reorientation of current staff establishment.

Professional Qualifications

1. **Master of Business Administration (MBA)** - University of Gloucestershire (UK)
2. **Bachelor of Commerce (Accounting) Degree**- Zimbabwe Open University.
3. **Diploma and Certificate in Accounting**
Southern African Association of Accountants (SAAA)
4. **Intermediate Diploma in Accounting**
Institute of Certified Bookkeepers ICB (SA)
5. **Institute of Chartered Secretaries and Administrators (CIS)** Part Subjects
6. **Certificate in Computer Studies.** Chinhoyi University of Technology
Word Perfect 5.1, Microsoft Word 6.0, Lotus1-2-3, Excel and Spreadsheets,
Pastel Version 9 (SAGE), Belina Payroll, PFMS- SAP system and I.C.D.L. QuickBooks
7. **PhD (Business Administration)** –Atlantic International University (**Candidate**)

Academic Qualifications

1. GCE (Cambridge University) 6 ‘O’ Level subjects including English language, Mathematics & Science
2. 2 A’ Levels

Career and Professional Experiences

Travelling Financial Controller (Internal Audit, Risk and Compliance Auditor) –

Humana People to People (NGO)

June 2013 - Dec 2025

Key Responsibilities

- Lead and manage the internal audit function and provided guidance and direction to a team of Accounts Personnel in 9 Countries which comprised of Audit, Finance, Administration professionals.
- Travelled to do On Site Audit to 9 Countries in Southern and West African Countries, which included **Guinea Bissau**, Angola, Botswana, Democratic Republic of Congo (DRC), Malawi, Mozambique, Namibia, South Africa, Zimbabwe and Gambia. 2 Countries were done on distance and included Brazil and India on a Quarterly basis
- Carried out internal audits with a specific scope of partner requirements on financial administration according to their specific guidelines, including voucher check, verifications and procurement audits.

- Made internal audits on new projects, to help Finance and Administration teams identify gaps in the systems and assist them to provide solutions.
- Developed and executed risk-based audit plans to evaluate the effectiveness of internal controls systems across all the countries visited.
- Collaborated with senior management and stakeholders to identify emerging risks and recommend mitigation strategies.
- Ensured compliance with regulatory requirements on internal policies, conducting audits in accordance with professional best practice and standards.
- Presented audit findings and recommendations to executive management and the Audit Committee, fostering a culture of transparency and accountability.
- Participated in quarterly internal audits in the countries and on distance.
- Hosted members for quarterly internal audit at Murgwi Headquarters in Zimbabwe.
- Did Capacity building and training of new employees joining the Audit, Finance and Administration department.
- Operationalized the Countries Internal systems and Control Strategies across the entire Member Countries encompassing Information Technology, Finance, Legal and Human Resources & Administration issues.
- Coordinated the development of quarterly audit plan through operational of a dynamic audit and risk assessment that is aligned to the Audit methodology and considers Board and Senior Management expectations for audit value delivery.
- Collaborated and followed up with the Leadership to ensure complete and effective remedies of Risks Identified by Internal Audit.
- Ensured that all Governance documentation such as the Internal Audit requirements of Finance and Audit Committee Terms of reference are up to date and aligned to the International Professional and best Practices Framework.
- Prepared detailed audit reports documenting findings, conclusions, and recommendations for management's review and action, together sharing with respective Partners like EU, USAID, CDC, UNDP, UNICEF, Global Fund others as mandated.

Medical Rehabilitation Council of Zimbabwe

Registrar – Finance and Administration - from Sept. 2011 to May 2013

Key responsibilities

- Provided Strategic leadership and supervision to the whole finance department.
- Implemented and monitored a performance Management Systems to the accounts and administration staff.
- Provided Strategic financial management and company secretarial services to the board of directors.
- Regulated all Health professionals and monitor the administration and implementation of the Continuous Professional Development.
- Continuously monitored activities and ensured they met and integrated well with organisation requirements, for quality management, and adherence to Health and safety standards, together with the legal and environmental policies.

- Demonstrated experience when negotiating and influencing decision at senior management level.
- Monitored the overall procurement of goods and services for the organization.
- Production of Monthly, Quarterly and Yearly management & financial reports.
- Formulated and implemented all administrative policies and procedures for the

**Weldwell Pvt Ltd, *Subsidiary of Farmers World Holdings*
Finance and Administration Manager – Sept 2009 to Aug 2011**

Key Responsibilities

- Developed, managed & executed the key strategic objectives and business plans of the company.
- Administered all aspects of Financial and Administration of the company.
- Managed company revenue, Debt collection, financial loss and risks of the company exposures, including Asset and Inventory control.
- Performed the budget planning process and budgetary control functions including financial analysis of the company and financial statements.
- Ensured timeously payment and submission of statutory obligations, like PAYE to Taxes to the relevant authorities.
- Advised the Chief Executive Officer on all matters related to appropriate Financial Accounting and Corporate Governance issues.
- Formulated and coordinated the implementation of the company's marketing policies in a thrust of penetrating new areas and securing existing markets.
- Provided and articulated strategic business leadership in pursuance of the company's vision, mission and goals.
- Helped to build and a high profile image of the company, through promotions & public relations activities in the Print and Electronic Media.
- Identified business opportunities within and outside Agricultural Sectors to enable the development of new products and diversification.
- Operated within strict budgetary control measures and analyzed Managements Accounts including reports submitted to my office by the Accountant and Marketing teams.
- Managed financial reporting, budgeting, and compliance with regulatory requirements.
- Supervised preparation of management accounts and reviewed budget performance threshold.

Kega Engineering Pvt Ltd (Anglo- American Company)

Administration & Operations Manager – May 2008 - Aug 2009

Key Responsibilities

- Formulated and coordinated the implementation of the company's marketing policies in a thrust of penetrating new areas and securing existing markets.
- Provided and articulated strategic business leadership in pursuance of the company's vision, mission and goals.
- Helped to build and project a high profile image of the company, through promotions & public relations activities in the Print and Electronic Media.

- Identified business opportunities within and outside engineering field to enable the development of new products and diversification.
- Operated within strict budgetary control measures and analysed Managements Accounts including reports submitted to my office by the Accountant and Marketing Officer.
- Guided and directed staff in the development, service delivery, promotion and sale of products and services, also supervised staff under my division.
- Ensured activities meet and integrate with company requirements for quality management, and adherence to health and safety standards, together with the legal & environmental policies.
- Advised the Managing Director on compliance issues, market trends, budget limits & frameworks.

National Arts Council of Zimbabwe (Parastatal)

Director-Finance & Administration- Feb 2007 to April 2008

Key Responsibilities

- Provided strategic leadership and supervision to the Administration and Finance department, Implemented and monitored a Performance Management System (Results Based Management) to the organization and staff.
- Handled the organization personnel and labour relations matters and ensured compliance with the laws of Zimbabwe, including adherence to Health and Safety Standards.
- Crafted a Human Resources and Accounting Handbooks together with the Code of Conduct manual for the organization.
- Budget planning and Budget control for the organization and preparation of Year-End Final Statements.
- Strategic planning and coordination of the National Arts Council of Zimbabwe Board and Board Committee meetings, including provision of secretarial services to the Board.
- Supervised the preparation of staff salaries, travel and subsistence as well as Board fees.
- Established, Developed, and implemented an effective Procurement system & inventory controls.
- Prepared monthly management accounts to the Executive Director and management.
- Ensured timely preparation of end-of-year management accounts and supported the ensuing statutory audits.

Swedish Cooperative Centre – (NGO)

Senior Accountant - Sept 2005 to Feb 2007

Key Responsibilities

- Prepared monthly financial and management accounts to management.
- Coordinated, Budget formulation system that included, consolidations, monitoring and controlling it.

- Prepared annual budgets and strategic plans together with cash flow forecasts and statements, including managing the company's working capital and control organizational expenses.
- Monitored and allocation of General Ledger accounts through the bookkeeper.
- Liaised with Internal and External Auditors.
- Developed and implemented an investment policy and making investment decision of the organization's funds.
- Developed and implemented an internal control system policies and procedures.
- Management of fixed asset register and Inventory stock and consumables.
- Planed and managed business continuity of Finance and Treasury functionalities.

**Department of Agritex-Ministry of Lands, Agriculture and Fisheries
(Government of Zimbabwe)**

Accountant- Finance and Admin- Jan 2001 to August 2005

Key Responsibilities

- Formulated the yearly Provincial Budgets on a cost sharing principle and developed a cost recovery plan, budget control, cash flow forecasting including financial strategies for the sustainability of the department.
- Production and Submission of monthly and quarterly financial reports to Head Headquarters.
- Payment of Traveling and Subsistence claims to employees travelling including departmental creditors invoices, through SAP system.
- Monitored all procurement of goods and services for the office and province, chaired the procurement Tender committee.
- Supervised and control of Inventory, Asset & Infrastructural repairs for the organisation.
- Recruitment, Induction and Training of newly Accounting and Admin staff.
- Supervision to over twenty (20), subordinate staff and doing their staff appraisals.
- Management and Administration of Agricultural Revolving Fund.

**Karoi District Hospital Ministry of Health & Child Care.
(Government of Zimbabwe)**

Hospital & Financial Administrator- Karoi District Hospital- Oct 1999 – Dec 2000

Key Responsibilities

- Introduced an effective Hospital Fee collection that boosted the hospital income base.
- Assets registers and Inventory management for consumables were introduced.
- Subcontracted the hospital grounds that improved the cleanliness of the hospital.
- Improved the tendering and procurement of goods and services by introducing Central Buying Units (CBUs) and Procurement Tender Committee (PTCs). Chaired the Committee.
- Budgetary and Financial Controls were enforced.
- Supervised all administration and accounting staff.
- Ensure that all personnel fully adhere to financial policies and procedures as stipulated in the policy and Organisation operations manual.

Provincial Medical Director-Ministry of Health and Child Care (Government of Zimbabwe)

Assistant Accountant (Finance and Admin.) February 1989 - Sept 1999

Key Responsibilities

- Maintenance of the cash book including Bank reconciliation for the Health Services Fund.
- Maintenance and reconciliation of the Donor funded register and the submission of the relevant reports to the Donors, like UNICEF, WHO, SIDA, COSV.
- Maintenance of the Petty cash books and reconciliations on an Imprest system.
- Secretary to Board of inquiries and other disciplinary committees.
- Procurement of goods and services for the office and the province.
- Management of stores and consumables stock system for the Province.
- Ensure that all personnel fully adhere to financial policies and procedures as stipulated in the policy and Organisation operations manual.

Short & In Service Courses attended as a Continuous Professional Development

- Financial Accounting 1, 11 and 111.
- Procurement Tender Procedures.
- Tender and Procurement Procedures.
- Operational Accounting
- Personnel Procedures 1 & Advanced Personnel Procedures 11
- Supervisory Management
- Interviewing Techniques
- Records and Information Management
- Management for Health Services Administrators.
- Public Finance Management System (PFMS)
- **USG Course on Financial Management and Compliance 2023 & Beyond-**

US Aid & CDC

Membership and Board Participation

- Past Board Chairperson of Karoi District Hospital Advisory Board (2 years)
- Past Secretary to National Arts Council of Zimbabwe Board (2 years)
- Past Secretary to Medical Rehabilitation Council of Zimbabwe Board (2 years)
- Present Chairperson of Residents Association of Haydon Park- Harare (5 years)
- Chaired internal Audit meetings and committees in 9 countries that I visited with Humana People to People (NGO) (12 years)
- Member to Data Protection and Cyber Security (Humana)
- Chairperson of Council of Ministries in my Church more than 10 years
- Past Chairperson of Men's Fellowship in my church of Zimbabwe East Annual Conference (3 years)

- Past Chairperson of the Audit Committee at Sinoia Primary, Godfrey Huggins and Admiral Tait Primary school for 4 years (Kids were learning at the School then)

Interests

- Going to Church
- Watching Television especially Football, News and Documentaries
- Travelling local and abroad

Referees:

1. Mrs. Farie Garwe (**Education**)
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