



SUNDRESH AMMIGAN FCMA CGMA FCA (Z) Dip Ed Cert Ed
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Personal Details

Date of Birth: 06 May 1954
Citizen: Mauritius

Gender/Status: Male / Married
Permanent Resident: Zambia **Languages:** English, French

Introduction

As a CIMA, AICPA and ZICA qualified finance specialist, I have a passion in business process improvement, business transformation and managing finance. I work tirelessly to reach impossible deadlines, add value and transform my work environment. I have excellent written and verbal communication skills, a keen eye for details and ability to train an effective team. I am a business partner rather than a scorekeeper in transactional team leadership, business partnering and customer and supplier relationship management.

Achievements

- I am currently working on the successful merger of two major training institutions, moving the business from Mauritius to Zambia.
- In 2016, in an attempt to eradicate frauds, I carried out a full audit of all the Sales Ledgers, Invoicing and payment Collection routines. I detected ongoing undercharges and overcharges and spearheaded further investigations and legal actions. This has saved the company some 40% of its total revenue.

Experience

- 1. LECHWE EDUCATION TRUST – Zambia - Finance Manager – Aug 2015 to Aug 2017**
- 2. SARA ASSOCIATES LIMITED – Zambia - Finance Manager – Jan 2010 to July 2015**

Financial Accounting

I supported the financial systems by overseeing all financial activities and worked on cross-functional teams. I provided senior management with portfolio reviews and reports and directed a vague strategic goal through to completion. I orchestrated procedures and processes to better support the team and to facilitate the company's growth. Working on a daily basis with the Finance Director, I prepared financial statements ready for year- end audit and external reporting. I also chaired meetings with a team of external consultants to write standard procedures for back office routines including Payment Allocations and Suppliers' Statement Reconciliations. I was responsible for the timely consolidation of financial reports and budgets and facilitate reporting of the finances of clients in line with international best practices.

Management Accounting

Being responsible for managing the Accounts Receivable, Accounts Payable and Credit Control functions, I produced management accounting reports for decision making. I managed a team providing Purchases ledger, Sales ledger, and Credit Control services. I influenced performance and support the decision-making process by engaging in a troubleshooting capacity to identify a number of issues within the company's Accounts. I was productively involved in a varied role from strategic planning to risk

management, thus successfully reduced a debit balance of \$100,000 on the Payable ledgers. I facilitated financial forecasts and budgets so that they were accurately and realistically costed.

Generally Accepted Accounting Practices

As a Fellow of the Zambia Institute of Chartered Accountants, I upheld the practice of professional accountants to maintain ethical standards and to undertake evaluations to ensure that Quality Control policies and procedures were in place. I was committed to ensure that GAAP, assurance standards and IFRSs were holistically adhered to.

Internal Audit

I provided active supports and advised internal audit staffs on the formulation and review of audit plans. I was central to the conduct of full audits of all sales ledger billing routines and the identification of historic undercharges and overcharges so as to undertake corrective actions to eradicate these. By undertaking assignments covering planning, programming and controlling of audit work and managing the Audit team during external Transaction Audit, I ensured that all documentations were provided in a timely way to answer queries as they arose. I developed audit policies, practices, risk management controls and governance processes. To co-ordinate audit activities, I organized strategic planning meetings and other internal auditing workshops for clients.

Projects

I monitored project plans to ensure that they complied with planning standards and to update all process documentations following system changes. I managed effectively project expenditure and income projections and provided active support on a number of Ad-hoc finance and operation projects going on in other departments. I reported to the Board of Directors on projects progress and recommended corrective action as and when needed.

National Pension Scheme Authority – NAPSA

I advised on the registration and completion of the Employers Registration Form No. NPS 411 and to follow procedures for NAPSA returns in applying new directives as they became binding.

Zambia Revenue Authority – ZRA

I arranged to register as a tax payer for corporation tax, PAYE and VAT. I prepared the payroll and VAT returns for submission to ZRA within the required timeframe.

Procurement and Management of fixed assets

I ensured that all procurements were done in adherence to rules, requirements and procedures and to create and monitor a system of controls for recording projects fixed assets.

Marketing

I played a fundamental role in developing future growth plans and providing vision and direction and to develop strategies, sales plans and profit targets. I was entrusted to monitor strategies to increase market share and maximizing new business opportunities.

Human Resource Planning

I promoted and maintained harmonious relationship between employees and management and guided employees and managers on the Grievance and Disciplinary Procedures Code.

Company Affairs

I preserved the minute books, correspondence and other company records. I was always called to give consultancy on shares and distributions, dividends and authority to capitalize profit. I undertook company formation activities for prospective promoters.

3. CIMA ZAMBIA – Board Member – March 2009 to April 2015

I provided reasonable assurance as to the reliability of the financial statements and to prepare the CIMA Zambia Annual Financial Statements in accordance with IFRSs. I initiated Memorandum of Understanding to promote cooperation in expertise and resources and to prepare Information Management statistics for new members and students growth.

4. NDOLA EDUCATION TRUST – Zambia - HOD Commerce Department, “A” level tutor of Economics, Accounting and Business Studies - January 1994 to December 2009

5. NDOLA EDUCATION TRUST – Zambia - Curriculum Developer, Educator of Accounting, Business Studies and Economics up to IGCSE – September 1988 to December 1993

In addition to my teaching load, I prepared business plans of the boarding house to facilitate negotiations on credit term. I organized and realized conferences, study sessions and visits to industry. I held the fundamental ethos of excellence, respect and commitment of the school. I developed a Business Studies and Economics curriculum for students in Grade 10, 11 and IGCSE. I designed and completed high quality and interactive learning materials. I successfully managed concurrent curriculum design projects.

6. UNIVERSITY OF ZAMBIA – School of Education – Department of Adult Education - Lecturer

I lectured Financial Accounting and Management Accounting for the University of Zambia Diploma level. I also lectured for all CIMA, including the TOPCIMA examinations.

7. MINISTRY OF HIGHER EDUCATION – Zimbabwe - Curriculum Development Officer (Commerce) – January 1988 to August 1988

8. MINISTRY OF EDUCATION HEADQUARTERS – Zimbabwe – Taskforce Member for the New Structure and Content of Education – July 1987 to December 1987

I monitored pilot schools where the ‘New structure and content of Education’ were implemented. I forged links with the private sector through the Zimbabwean Chamber of Commerce and Industry and created an enterprise culture among the youth of Zimbabwe. I researched and recommended on how to add vocational training to the content of education. I developed leadership skills in the National Strategic Business program and worked with schools, district boards and other stakeholders to promote integrated services.

9. HIGH FIELD HIGH SCHOOL – Zimbabwe - Head of the Commerce & Economics Department – April 1986 to June 1987

10. HIGHFIELD HIGH SCHOOL – Zimbabwe - ‘A’ level teacher – Commerce, Accounting, Economics and Business Management – February 1983 to March 1986

Again in addition to my teaching load, I developed strategies for a business curriculum and led development in teaching and learning. I contributed to the training and assessment of staff members and was directly responsible for a budget of the Commerce department.

COMPUTER LITERACY

I have knowledge of Word, Financial Modeling and Excel for budgeting and cash flow statements. I can process journals from journal vouchers, the cash books and bank reconciliation. I am conversant with Pastel sage, Palm Soft payroll and other accounting systems.

Professional Qualifications

1. THE CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS, LONDON

CIMA offers the potential to be at the heart of strategic decision making by focusing on business.

ACMA: This designation is awarded to finalists who can meet the Practical Experience Requirement of three years in a senior role and in applying management accounting skills and techniques.

FCMA: FCMA is recognized by employers and other accountants as mark of someone who operates at a very senior level. As a Fellow, I am committed to life-long learning by undertaking yearly the CIMA Professional Development (CPD).

CGMA: CIMA and AICPA, two of the world’s most prestigious accounting bodies, have formed a joint venture by establishing the most valued and globally recognized qualification, the Chartered Global Management Accountant. I am most humbled to have the CGMA designation as from January 2012.

STAGE ONE

Financial Accounting (C), Cost Accounting (C), Economics (A), Mathematics and Statistics (B), Business Law(C) Organization of Production (A)

STAGE TWO

Financial Accounting II (C), Cost Accounting II (C), Information Technology (B), Management (B)
Management Accounting Applications 50, Business and Company Law 53

MANAGERIAL LEVEL

Financial Accounting 83, Financial Analysis 62

STRATEGIC LEVEL

Management Accounting: Financial Strategy 56, Risk and Control 61, Business Strategy 57

TEST OF PROFESSIONAL COMPETENCE IN MANAGEMENT ACCOUNTING: TOPCIMA 60

2. THE ZAMBIA INSTITUTE OF CHARTERED ACCOUNTANTS (ZICA), LUSAKA

FCA (z): ZICA is the governing body of the accountancy profession in the Republic of Zambia and was established under the Accountants Act, 1982. It is committed to uphold the highest ethical and professional standard of members and to maintain public confidence in the accounting profession in Zambia.

3. UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS TEACHERS' TRAINING

AS/A level 2 for teachers (2006) in Nairobi, Kenya - Economics

AS/A level 1 for teachers (2002) in Johannesburg, South Africa - Economics

IGCSE training in school-based Assessment (1989) in Lusaka, Zambia – Business Studies & Economics

4. THE COMMERCIAL EDUCATION SCHEME OF THE LONDON CHAMBER OF COMMERCE

Certificate of Registration as Diplomat of LCCI (1987)

5. MAURITIUS INSTITUTE OF EDUCATION, REDUIT (1978 –1980)

Certificate in Commercial Studies (1978)

Teacher's Diploma in Education - Accounting, Business Studies and Economics (1980)

6. MAURITIUS TEACHERS' TRAINING COLLEGE, REDUIT (1975 –1976)

Certificate in Primary Education

7. LONDON CHAMBER OF COMMERCE AND INDUSTRY (Higher Stage – 1977)

Economics, Commerce & Finance

8. UNIVERSITY OF CAMBRIDGE EXAMINATIONS (GCSE)

Economics (A), Commerce (B), French (B), English (C), Art (C), Mathematics (C)

Additional Information

1. ROTARY CLUB OF NDOLA

The mission of Rotary International is to focus primarily upon service activities that enhance the quality of life and human dignity. I am a proud Rotarian and served as Youth and Vocational Director in 2001.

2. CLIFF GENT MEMORIAL SCHOLARSHIP FUND – Coordinator - July 1998 to June 2002

3. COLLEGE BOARD ETS - SAT Supervisor - January 2000 to March 2015

As the SAT supervisor, I was central to the successful administration of the College Board SAT Reasoning and subject tests. I was the core of this process that ultimately transforms a testing date into trusted results.

4. PEOPLE TO PEOPLE LEADERSHIP – Coordinator - January 2007 to March 2016

The People to People Leadership Program has been striving to fulfill President Eisenhower's vision that there can be 'peace through understanding'. As a coordinator, I researched and groomed young people who could become future leaders. I saw firsthand those with extraordinary leadership skills.

5. INTERESTS AND COMMUNITY SERVICE

I was a judge / team leader at The Zambia International Trade Fair from 2000 – 2015. I am a Global Goodwill Ambassador from 2018, with a strong passion for Human Rights.

References

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