

CURRICULUM VITAE

1. PROPOSED POSITION: Engagement Partner
2. FAMILY NAME: THEWO
3. FIRST NAMES: TOM JOSEPH KAPYA
4. DATE & PLACE OF BIRTH: FEBRUARY 02, 1967, Kasama - Zambia
5. NATIONALITY: ZAMBIAN
6. MARITAL STATUS: MARRIED
7. EDUCATION

INSTITUTION	DATES	AWARDS OBTAINED
Libala Secondary School, Lusaka	1980 - 1984	Obtained full School Certificate (GCE 'O' Level).
Copperbelt University - Kitwe	1985-1991	Bachelor of Accountancy (B.Acc) with Credit
National Institute for Public Administration Lusaka	1990	Certificate in Data Processing & Programming
Zambia Centre for Accountancy Studies Lusaka	1994-1995	Affiliate, Chartered Association of Certified Accountants UK (ACCA) . Passed all papers at first attempt.
University of Pretoria	2005 - 2006	Master of Business Administration (MBA)

8. SKILLS

- Computer Literacy

	APPLICATIONS	<u>SKILLS</u>
Word Processing	Microsoft Word, WordPerfect and WordPro	Can apply desk top publishing features and other office automation facilities
Spreadsheets	Microsoft Excel, Lotus 123 and Quattro Pro	Can operate various tools available with the applications and create applicable models to various situations of analysis.
Databases	Microsoft Access, Dbase IV	Able to program and develop basic applications as needed.
Accounting Packages (Software)	Pacioli 2000, Pastel 6, Sage and Sun Systems (limited)	Can provide operational instruction and analysis of possible application of application in various circumstances.

- **Presentation Skills**

In the context of making workshop and training presentations, excellent with overhead projectors and other similar presentation tools.

- **Project Management and Coordination**

Experienced in getting deadlines met as in new installations, projects and similar activities, i.e. team builder and player. Great amount of creativity and initiative.

9. PRESENT POSITION

2003 to date THEWO AND COMPANY

Got involved with Thewo and Company on a part time basis as administrator and now as a partner responsible for the practice's new clients, audits, management and overall business development.

10. MEMBERSHIP OF PROFESSIONAL BODIES

- 1996 Associate, Chartered Association of Certified Accountants **UK (ACCA)**.
- 1996 Associate, Zambia Institute of Chartered Accountants.**(ZICA)**
- 2001 Fellow, Chartered Association of Certified Accountants **UK (ACCA)**.
- 2001 Fellow, Zambia Institute of Chartered Accountants.**(ZICA)**

11. RELEVANT EXPERIENCE

ORGANISATION	DATE – From/To	POSITION	JOB DESCRIPTION
Thewo and Company	2002 to date	Audit Consultant/Partner	Supervision and management of the audit practice and the direction and supervision of all professional work undertaken by the office (firm) on a part time basis.
Zambia Centre for Accountancy Studies	1996 to 2004	Principle Lecturer	Planning, designing and delivering professional accountancy training
Office of the Auditor General	October 1998/ June 2001	Consultant – Audit Quality	the development and implementation of auditing standards, codes of conduct, audit manuals and the training and implementation of the said documents within the office.
ZCAS	June 2001 to 2003	Project Leader	Providing revision classes for the ACCA South Africa Branch.
ZCAS	June 1999/ November 1999		Asked to develop and implement a computerized debtors accounting and billing
Thewo and Company	1994/1996	Senior Accountant/Auditor	To undertake audit and accountancy assignments as they come Managed the financial operations of several medium sized clients and clients and projects.
Thewo and Company	1992/1994	Accountant/Auditor	To undertake audit and accountancy assignments as they come in, under supervision.
Thewo and Company	1985/1990	Accountant	Involved in company formation, business planning and project management