

CURRICULUM VITAE

OCTAVIAN FREDY MWAILENGE

PERSONAL / EMPLOYMENT DETAILS

Position: Accountant

Company: PLX GEO COMPANY LIMITED

Department: Finance and Accounts

Staff No.: PLX-0003

Employee ID: 1003

Employment Status: Authorised Staff

Company Sector: Geological Survey
(Mining) Engineering Services

Staff ID Valid Until: 31 December 2027

PROFESSIONAL PROFILE

Octavian Fredy Mwailenge is an **Accountant in the Finance and Accounts Department of PLX GEO COMPANY LIMITED**, supporting the company's financial, accounting, taxation and administrative functions.

His role focuses on maintaining accurate financial records, controlling financial transactions, supporting statutory tax compliance, preparing financial reports, monitoring company expenditure and assisting management in making informed financial decisions.

He supports the financial management requirements of a company operating in **Geological Survey (Mining) Engineering Services**, where proper documentation, cost control, regulatory compliance and accurate financial reporting are essential to effective and sustainable operations.

KEY AREAS OF RESPONSIBILITY

Accounting & Bookkeeping

- Recording and maintaining day-to-day financial transactions.
- Maintaining accounting ledgers and supporting schedules.
- Monitoring income, expenditure, assets and liabilities.
- Maintaining proper supporting documentation for company transactions.
- Preparing and reviewing accounting records for financial reporting.

Financial Reporting

- Assisting in preparation of monthly, quarterly and annual financial reports.
- Preparing schedules supporting the financial statements.
- Assisting in preparation of the Trial Balance.
- Supporting preparation of the Statement of Profit or Loss.
- Supporting preparation of the Statement of Financial Position.
- Preparing cash-flow and account reconciliation schedules.

Taxation & Statutory Compliance

- Supporting preparation and review of tax records.
- Assisting with VAT, PAYE, withholding tax and income-tax compliance.
- Maintaining documentation required for TRA purposes.
- Monitoring tax liabilities and tax payments.
- Supporting responses to tax assessments, reconciliations and compliance matters.

Bank & Cash Management

- Preparing bank reconciliations.
- Monitoring cash and bank balances.
- Recording company payments and receipts.
- Monitoring bank charges and other financial transactions.
- Supporting cash-flow planning and control.

Payroll

- Supporting preparation of employee payroll.
- Maintaining salary and payroll records.
- Assisting with PAYE and other statutory payroll deductions.
- Preparing payroll supporting schedules and payslip information.

Accounts Payable & Receivable

- Monitoring supplier balances.
- Maintaining trade payable schedules.
- Monitoring customer and other receivable balances.
- Reconciling supplier and customer accounts.
- Supporting proper authorization and documentation of payments.

Asset & Inventory Control

- Maintaining accounting records for company assets.
- Supporting preparation of the fixed asset register.
- Monitoring depreciation schedules.

- Assisting with inventory and equipment accounting records.

Audit & Compliance Support

- Preparing accounting schedules and supporting documents for audit.
- Assisting external auditors with financial information and explanations.
- Supporting reconciliation of accounting and statutory records.
- Maintaining financial documents in an organised and traceable manner.

Budgeting & Financial Control

- Assisting management with budgeting and cash-flow projections.
- Monitoring actual expenditure against planned expenditure.
- Supporting cost-control measures.
- Providing accounting information required for management decisions.

PROFESSIONAL STRENGTHS

- Financial Accounting
- Bookkeeping
- Tax Compliance
- VAT Accounting
- Payroll Administration
- Bank Reconciliation
- Accounts Payable
- Accounts Receivable
- Financial Reporting
- Cash-Flow Monitoring
- Budgeting & Cost Control
- Audit Preparation
- Financial Documentation
- Regulatory Compliance
- Microsoft Excel & Accounting Schedules

REPORTING AND ORGANISATIONAL ROLE

Department: Finance and Accounts

Position: Accountant

The Accountant works closely with senior management and other operational departments to ensure that financial transactions are properly recorded, authorised, supported and reported.

The position supports management by providing reliable financial information necessary for operational planning, statutory compliance and business decision-making.

COMPANY PROFILE

PLX GEO COMPANY LIMITED

Nature of Business:

Geological Survey (Mining) Engineering Services

The company's professional and technical activities include:

- Geological Survey Services
- Mining Engineering Support Services
- Geological and Mining Technical Services
- RC Drilling Technical Support
- Equipment Installation and Commissioning
- Preventive and Corrective Maintenance
- Technical Troubleshooting
- HSE Support
- Technical Capacity Building

Company Motto:

ACCURATE DATA | SAFETY | RESPONSIBLE EXPLORATION

PROFESSIONAL OBJECTIVE

To contribute strong accounting, financial management, taxation and compliance skills toward maintaining accurate financial information, effective internal controls and sustainable financial management within **PLX GEO COMPANY LIMITED**, supporting its operations in **Geological Survey (Mining) Engineering Services**.

DECLARATION

I declare that the information provided in this professional profile is true and reflects my professional role and responsibilities.

Octavian Fredy Mwailenge
Accountant
PLX GEO COMPANY LIMITED

Signature: _____

Date: 23-04-2026