# CURRICULUM VITAE

1. **PERSONAL DETAILS**

**SEX** : Male

**DATE OF BIRTH** : 14th December 1981

**MARITAL STATUS** : Single

**NATIONALITY** : Malawian

# PERSONAL PROFILE

A self-motivated, reflective young man possessing a can-do attitude who can manage multiple and changing priorities in a fast-paced, dynamic, innovative, progressive, successful and performance driven organization.

Strong work ethic, hardworking and reliable.

Attention to detail, excellent planning and prioritization skills. Ability to work independently and in a team.

Strong moral principles: honesty, integrity and trustworthiness.

# SKILLS AND KNOWLEDGE

Ability to manipulate the controls of a vehicle to successfully perform basic traffic maneuvers.

Ability to maintain the vehicle log book. Ability to carry out project vehicles.

Ability to maintains vehicle kept in good working conditions.

Maintains database by entering new and updated customer and account information. Organization.

Typing.

Analyzing Information

Experience in driving both in urban and rule roads. Experience in data entry.

Experience in payments run. Experience in stock taking.

Experience in preparation of withholding tax certificates.

Experience in preparing disbursement vouchers, cheques. Experience in store keeping.

# EMPLOYMENT HISTORY

**PAJ BUILDING CONSTRACTORS (2008-2010)**

***Post: Transport officer***

**DUTIES**

* + Maintaining vehicle log book
	+ Making sure that vehicles are in good working condition.
	+ Transporting staff.
	+ Data entry in spreadsheet
	+ Computer Operation
	+ Photocopying
	+ Typing
	+ Maintaining stock
	+ Computerized records
	+ Filing

# MALAWI ASSEMBLIES OF GOD CHURCH (10th March 2011-12th February 2014)

***Post: Driver/Logistician***

**DUTIES**

* + Transporting staff.
	+ Transporting visitors to and from the airport.
	+ Arranging vehicles to carry out project duties.
	+ Delivering and collecting mail.
	+ Maintaining vehicle log book.
	+ Making sure that, document of the vehicles are updated.
	+ Making sure that all vehicles kept in good working conditions.
	+ Collecting receipt
	+ Paying bills of the church.
	+ Data entry

# FARMERS UNION OF MALAWI (MARCH-APRIL 2014

**Post: Research Assistant/Driver**

* + Driving staff to and from respective place.
	+ Conducting household interview using questionnaires.
	+ Conducting focus group discussion with farmers.
	+ Mobilizing people for focus group discussions.
	+ Entering data into excel sheets.

# THEATRE FOR A CHANGE MALAWI (August 2014-March 2015) POST: FINANCE & ADMINISTRATION ASSISTANT

**Responsibilities Payment Runs**

* + - Assist the finance officer in carrying out the payment runs and completing payment vouchers.
		- Photocopying cheques prior to issuing them
		- Deliver cheques to Creditors.
		- Correcting receipts.
		- Ensure all receipts and voucher which are included in the payment run are stamped, PAID
		- Recording the receipt into advances spreadsheet
		- Updating withholding tax spreadsheet.

# Banking

* + Taking cheques to suppliers and as required.

# Liquidations

* + Ensure all receipts and vouchers are stamped.
	+ Making sure that the liquidation voucher has the true information.
	+ Making sure that the receipt is given.

# Additional

* + Maintaining vehicle log book.
	+ Making sure that vehicles are in good working conditions
	+ Assist with filing documentation.
	+ Keep a record of documents which have been archived and retrieved documents when requested.
	+ Driving Cars for office duties.
	+ Complete and assist in all finance and admin activities where requested.
	+ Data entry
	+ Making Payments request

# EDUCATION QUALIFICATIONS

1. **Malawi School Certificate of Education**
2. **Defensive Driving Certificate**
3. **PERSONAL SKILLS AND COMPETENCIE**
* Microsoft Office Suite Application .e.g. MS Excel, MS Word, MS PowerPoint
* Internet and Email
* Excellent oral and written communication skills
* Good analytical and numerical skills
* Driving long distance, difficult road conditions

# HOBBIES/ INTERESTS

* Watching television
* Reading
* Playing football

**First Name of Application CV No:** **1644228**

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