**CV/Resume Details**

**Profession:**  IT Specialist

**Name:** Kina

**CONTACT ADDRESS**

 **PERSONAL DETAILS**

Date of Birth : 21st June 1980

Nationality : Malawian

Marital Status : Single

C/o-Cell: +971502360357

Email: kine.344982@2freemail.com

**Objective and Resume Summary:**

Experienced in Computerized Accounting and bookkeeping tasks like cash book, petty cash book and bank reconciliation. I also have experience in programming using Visual Basic 6.0, Visual Basic.Net, and Java Programming, and Web Design using HTML, JavaScript, WAMP/LAMP (Windows, Linux-CentOS, Apache, MySQL, and PHP) and Dreamweaver.Having studied Management of Information Systems, am knowledgeable with an excellent leadership and communication skill.

**Skills:**

-Great skill of upgrading and repairing computers.

Known languages (and levels): -English:Very Good -SiSwati

-Chichewa

Type of Employment Wanted: Full-time (SADC Driving License Available)

Current Location: Baku, Azerbaijan (relocating to Southern Africa end of February 2017)

 **Education & Experience**

**Education History, Qualification & other additional information:**

Level of Education: Higher Diploma

-Higher Diploma in Management of Information Systems from IMIS in 2013.

-International Advanced Diploma in Computer Studies (IADCS) from National College of Information Technology (NACIT) in 2012.

-Diploma in Management of Information Systems from Leicester Commercial College in 2008.

-Certification in Visual Basic.Net from Leicester College in 2006.

-Certification in Advanced Procedural Programming in C++ from Leicester College in 2005.

-Certification in European Computer Driving License from TBG Learning UK in 2003.

-Certification in Computerized Accounts Level 2 from Wesco Computers in 2002.

-General Certificate of Education (GCE) from Salesian High School in 1998.

**Voluntary Activities:**

Interact Club at Salesian High School in Swaziland

**Professional Membership:**

MBCS – Professional Member Status

**Obtained relevant training on:**

(1) Customer Service Training - 3D Entertainment

(2) Supervisory Skill Training - 3D Entertainment

**Work History & Experience:**

Years of Work Experience: 14 Years

**I-TECH (International Training & Education Center for Health)**

**Post: Data Entry Clerk**

**October, 2015 to May, 2016**

Duties:

-Keep track of data and source documents received.

-Prepare, sort and file of source documents.

-Verify accuracy of data to be entered.

-Enter data into database from source documents.

-Resolve data questions, inaccuracies and inconsistencies, and retrieve missing data from facilities and districts offices.

-Keep records of work completed.

-Perform any other related duties as assigned from time to time.

-Using Epi Info and Microsoft Access to enter information.

**Reason for leaving**: My short-term contract ended.

**Standard IT**

**Post: Web Developer/Software Support**

**February, 2014 to November, 2014**

**Duties:**

-Designing and development of web pages.

-Writing contents on web pages.

-Using HTML, CSS, Photoshop, JavaScript, jQuery and also PHP.

-Testing websites for compatibilities with most web browsers.

-Hardware repairs and software support.

**Reasons for leaving**: The Company stopped Web Design services.

**IBM Malawi**

**Post: IT Intern**

**August, 2013 to September, 2013**

**Duties:**

-Connecting network cables for ever expanding network.

-Terminating Ethernet cables by putting RJ45 connectors.

-Networking using switches, routers and servers.

-Connecting Ethernet cables to servers and switches.

-Configuring switches and routers.

-Configuring VLANs and also assigning some of the VLANs to the DMZ.

-Assigning IP addresses to interface of switch device.

-Allocating VLANs to specific interfaces.

-Checking for faults or configuration errors on servers.

**Reasons for leaving:** finished my internship program.

**NBS Bank Malawi**

**Post: Bank Clerk**

**February, 2011 to July, 2011**

**Duties:**

-Handling withdraws for customers.

-Cashing cheques for customers.

-Reconciling the customer accounts.

-Entering transfers and standing orders for customers.

-Loading and setting up the ATM machines.

-Facilitating customer enquiries regarding their bank accounts.

**Reason for leaving:** Left NBS Bank in July 2011 in order to attend NACIT College based in Blantyre.

**3D Entertainment**

**Post: Supervisor**

**May, 2004 to October, 2010**

**Duties:**

-Serving beverages like cocktails and liquor.

-Setting up POS (Point Of Sale) systems for operational use.

-Operating and supervising the use of POS(Point Of Sale) systems.

-Helping new staff with the daily use of the POS(Point Of Sale) systems.

-Making sure the Health and Safety standards are met.

-Making sure that all the Trading Laws are understood and carried out.

-Cash handling and cashing up.

**Reason for leaving:** Relocated to Malawi from Leicester, United Kingdom.

**High Street Book Shop**

**Post: IT Consultant**

**November, 2007 to April, 2008**

**Duties:**

-Making recommendations about the type of Information System needed.

-Designing a website that is linked to EBay account.

-Designing a database linked to website to catalogue all books available for purchase and thosethat can be obtained within a certain period.

-Providing documentation for both website and database.

-Having tests to make sure that all systems are fully functional.

-Making improvements after testing to make sure all requirements are fulfilled.

**Reason for leaving:** Had to return to college after completing my college project with the Book Store.

**Sharp Freight Swaziland t/a Skynet Worldwide Express Swaziland**

**Post: Junior Accountant**

**August, 1999 to March, 2003**

**Duties:**

-Accounting procedures using computerized Accounting system.

-Setting up customer/supplier accounts using computerized accounting system.

-Printing customer statements to show outstanding balances.

-Printing year-end Financial Reports after auditing.

-Processing invoices, credit notes using computerized accounting system.

-Entering and processing customer payments using computerized accounting system.

-Balancing cash books, customer accounts, bank reconciliation statements and petty cash books manually.

-Banking cash and cheque payments daily.

-Stock taking weekly to make sure nothing goes missing or runs out.

-Making payments to suppliers every month end.

**Reason for leaving:** Relocated to the United Kingdom for studies.