



## WORK EXPERIENCE

### IT SPECIALIST CAPITAL BIU LTD

08/2023 - Present woodlands, lusaka

#### Tasks

- handled all IT tasks
- troubleshooting of network(wifi)
- installation of softwares
- updating of computers and all gadgets
- performed maintenance activities

### IT / MARKETING MANAGER VENICE HOTEL AND CASINO LUSAKA

04/2023 - 07/2023 great east road, lusaka

Deal with all IT related tasks and all digital marketing tasks

#### Duties

- designed the hotel websites
- programmed all their adverts
- troubleshooting of computers

### RECEPTIONIST/ FRONT DESK ATTENDANT VENICE HOTEL LUSAKA ZAMBIA

03/2023 - 06/2023 lusaka

#### Tasks

- handled all guests check-in and check-out into the hotel
- dealt with all customer queries concerning the hotel services

### IT manger/ loan officer singularity finacial solutions

01/2023 - 03/2023 lusaka

deal with all the loans of the customers and renewed them

#### Tasks

- deal with all the loans of the customers and renewed them
- handled all relevant software installations for loan officers
- performed maintenance and troubleshooting duties

### loan officer salty enterprises

12/2021 - 12/2022 kitwe

deal with all the loans of the customers and renewed them

### Computer studies teacher kasama skills secondary school

01/2020 - 06/2020 kasama

#### Achievements/Tasks

- taught computer science/ studies to secondary school students and trained teachers basics of computer packages

### Sales agent zamtel kitwe head office

01/2018 kitwe, copperbelt

## SKILLS & CAPABILITIES

operating systems	●	●	●	●	●
microsoft package(word, access, excel, publisher)	●	●	●	●	●
Systems maintenance and updating	●	●	●	●	●
computer troubleshooting	●	●	●	●	●
systems analysis and design	●	●	●	●	○
web development	●	●	●	●	●
mysql database management	●	●	●	●	○
data analysis	●	●	●	○	○
python programming	●	●	●	○	○

## PROFESSIONAL PROJECTS

VENICE HOTEL WEBSITE (01/2023 - Present)

- designed and established Venice hotel and casino Lusaka Zambia website

## VOLUNTEER EXPERIENCE

kectile int colleague  
Organization

## EDUCATION

dip. computer science  
university of zambia

01/2018 - 12/2021 copperbelt

O'level certificate Grade 12  
kasama boys secondary school

01/2013 - 12/2017 kasama

junior secondary school certificate  
chifwani mission school

01/2012 - 12/2013 kasama