CHIMWEMWE ABLE MWALE

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Career Objectives:

A hardworking and flexible IT professional with experience in **data management, system support, and project coordination**. I enjoy working with both African and Indian teams and helping them communicate better. I have worked with customer data, digital systems, and team coordination in banking, health, and IT settings. I aim to support smooth international project delivery.

EXPERIENCE

MAY 16TH 2025, – PRESENT

DATA MANAGEMENT ASSOCIATE, MULTIOPS IT SOLUTIONS.

- Passionate about using technology and data to solve real problems.
- Experienced in data management, system updates, and IT support in various sectors ie. Health and Finance.
- Working as a data management associate in India, keeping data accurate and organized.
- Worked in both Africa and Asia, bringing adaptability and a global view.
- Focused on improving systems and helping businesses grow through better data use.

NOV 18TH 2024, – MAY 15TH 2025

HEALTHCARE RECRUITER, HONORVET TECHNOLOGIES INDIA.

- Was Responsible for sourcing, screening, and placing qualified candidates in healthcare positions. I collaborated with hiring managers, ensured compliance with regulations, negotiated job offers, and assisted with onboarding.
- My goal was to connect skilled professionals with the right job opportunities in responsible for sourcing, screening, and placing qualified candidates in healthcare positions.

JULY 1ST 2023, – AUGUST 31ST 2023

MYSOL SALES EXECUTIVE, MYSOL SOLAR COMPANY.

- Managed customer records and tracked sales data.
- Handled product sales, customer awareness, and follow-up support.
- Took part in community sensitization and customer service.
- Worked in a team to meet targets, and also met individual sales goals.
- Built good relationships with customers and improved awareness of solar solutions.

NOVEMBER 14TH 2022, – MAY 27TH, 2023

INTERN, NATSAVE BANK- LUWINGU.

- Handled FISP customer data and banking records.
- Performed banking duties like transaction verification and passing.
- Helped update KYC (Know Your Customer) details in the bank system.
- Supported with IT-related issues in the branch due to my background in computer applications.

- Worked independently and also in a team to finish tasks on time.
- Learned how to manage bank data and documents carefully and correctly.

OCTOBER 4TH 2022, – OCTOBER 21ST 2022

DATA ENTRY CLERK, MINISTRY OF HEALTH.

- Entered patient data from physical registers into an online health database.
- Worked in a team to meet strict deadlines with accuracy.
- Contributed to improving digital health record accuracy and availability.

NOVEMBER 15TH 2021, – JULY 31ST 2022

CUSTOMER CARE EXECUTIVE, ROCKTRAVEL.

- Handled customer complaints and provided timely solutions.
- Gave detailed product/service information to clients.
- Managed bookings, cancellations, and rescheduling requests.
- Generated leads and strengthened customer relationships.
- Boosted the company's image through great service and communication.
- Regularly met or exceeded targets set for each cycle.

EDUCATION

AUGUST 2018 TO AUGUST 2021

BACHELOR OF COMPUTER APPLICATIONS, RAYAT BAHRA UNIVERSITY

- I was a student of Rayat Bahra University under the University School of Management studies where I completed my course in Bachelor of Computer Applications and cleared all my prescribed subjects of B.C.A course with 8.13 GPA on the scale of 10.
- I was given the recognition of best student of the Course for the 2018- 2021 batch of students.

JANUARY 2013 TO NOVEMBER 2017

HIGH SCHOOL CERTIFICATE, ST. FRANCIS SECONDARY SCHOOL

SKILLS

- Very good with management of the IT/Computer system
- Excellent communication skills in English and Bemba.
- Data Management & Entry Accuracy
- Very good with Customer Service and Relations

- Fast learner & Adaptive worker
- Very good with Microsoft Word & Excel
- Computer Operating
- Technical Support
- Project Coordination & Communication
- Customer Service

SUMMARY

I am a dedicated IT and data support professional with experience in working with digital records, project teams, and customer service. I can work well with people from different regions, manage data properly, and help teams stay organized and efficient. I enjoy learning and am ready to take on new challenges.