CONCERN MATITA

Blantyre, Malawi • (+265) 899526886 • concernmatita@gmail.com
www.linkedin.com/in/concern-matita

SUMMARY

Business Information Technology graduate with expertise in IT project management, data analysis, and web development. Proficient in integrating technical solutions with business strategies to drive innovation and efficiency. Currently serving as an ICT Intern at Malawi Post Corporation, focusing on system optimization, web development, and IT support.

WORK EXPERIENCE

ICT Intern, Malawi Posts Corporation   Nov 2024 - Present

- Lead the development and maintenance of the Malawi Posts Corporation website, ensuring seamless functionality and user-friendly digital services.
- Provide technical support to management and other members of staff
- Install, configure, and maintain software and IT systems to enhance operational efficiency.
- Administer and configure databases, ensuring optimal performance, security, and reliability.
- Oversee server operations, administration, and configuration.

Field Enumerator, DERPIN Project (Digitally Enabled Resilience and Nutrition Policy Innovations)   February 2025

- Conducted field data collection using Kobo Collect for AI-driven crop growth prediction.
- Assisted in gathering key agricultural data for crop mapping, harvest forecasting, and vulnerability assessment.
- Collaborated with the Malawi University of Science and Technology and the Farmers Union of Malawi on data-driven research initiatives.

Business Development Associate, Ntha Foundation   Jan 2024 - Nov 2024

- Conducted research on potential customers, competitors, and industry trends.
- Created and managed content for the Digital Skills for Africa platform.
- Assisted the finance team in creating budgets and financial forecasts to support business development projects.
- Planned and facilitated workshops and other events aimed and enhancing organizational growth
- Identified and engaged with potential stakeholders.

EDUCATION

Bachelor of Science in Business Information Technology (with Credit)
Malawi University of Science and Technology

Sep 2019 - Oct 2024

CERTIFICATIONS

- Aspire Leaders Program Online Leadership Course Certificate [Jan 2025]
- Data Analytics & PowerBi Certification - Great Learning [Jan 2024]
- Data Analylics A-Z with Python Certification - Udemy [Jan 2024]
- Huawei's Certificate of Excellence in Computing Track [Dec 2023]

PROJECTS

2023

1. MBS DOCUMENT MANAGEMENT SYSTEM

Malawi University of Science and Technology
- Developed a centralized system for storing and managing Malawi Bureau of Standards (MBS) documents, enhancing security and efficiency.
- Improved document retrieval, access control, and compliance with data integrity policies.

2024

2. Digital Skills for Africa (DSA)

Ntha Foundation
- Served as the Content Manager, overseeing content curation and quality control to ensure relevance for diverse audiences across Africa.

- Managed and optimized platform content for better engagement and accessibility.

ADDITIONAL INFORMATION

- **Technologies:** | ReactJS | HTML5 | CSS3 | JavaScript | PHP | A MySQL | PHP | Python | WordPress |PostgreSQL| Power BI

- **Soft Skills:** Adaptive, teamwork and collaborative, strong communication, quick learning, Research & content curation

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REFERENCES

Stephen Sembeleka

Deputy ICT Controller
Malawi Posts Corporation
P.O. Box 602,
Blantyre
Cell: +265888717474
Email: stephen.sembereka@malawipost.post

Bennett Kankuzi

Head of Department, Computer Science & Information Technology
Malawi University of Science and Technology,
P.O. Box 5196, Limbe
Cell: +265884188893
Email: bkankuzi@must.ac.mw

Rhoda Kamwaza

Managing Director
Ntha Foundation,
Lilongwe, Area 46/111,
Lavender Court.
Cell: +265999702306
Email: rhoda@kwathucentre.org