

# ANDERSON JUMA

SOFTWARE ENGINEER | ADMINISTRATION | EDUCATOR

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## PROFILE

Results-driven Bachelor of Education candidate majoring in Computer Science with a passion for advocating equal access to digital technology and promoting internet governance principles. Possessing a solid foundation in computer science education, I aspire to leverage my skills as an AI and software engineer to drive innovation and address societal challenges. Committed to championing digital inclusion initiatives, I aim to contribute to bridging the digital divide and promoting digital literacy, particularly in underserved communities and in Education. Additionally, I seek to engage in entrepreneurship within the tech sector, focusing on ethical practices and social impact. With a keen interest in research, I am driven to advance knowledge and innovation in areas such as AI ethics and software engineering, aiming to make meaningful contributions to both academia and industry.

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## EXPERIENCE

Sep, 2023 – current

### HEAD OF ADMINISTRATION, PANGOLINS

As the Head of Administration at Pangolins, I demonstrated strong organizational and management skills to ensure the smooth functioning of the organization. My responsibilities included:

1. Overseeing and managing administrative operations, including office management, procurement, and budgeting

2. Providing guidance and support to administrative staff, promoting a positive and productive work environment
3. Developing and implementing policies and procedures to improve efficiency and streamline processes
4. Collaborating with internal and external stakeholders to ensure effective communication and coordination
5. Played a crucial role in transitioning to a new system for better data management and reporting

Jan, 2023 – Aug, 2023

#### ADMINISTRATION INTERN, PANGOLINS

As an Administrator at Pangolins, I provided administrative support to ensure the smooth operation of daily activities. My responsibilities included:

1. Managing and organizing administrative tasks, such as filing, data entry, and document preparation
2. Assisting with the coordination of meetings and appointments
3. Handling incoming and outgoing correspondence
4. Providing excellent customer service and addressing inquiries and concerns
5. Played a key role in the successful implementation of a new system for efficient record-keeping and data management

Sep, 2021 – Aug, 2022

#### CHIEF OPERATIONS OFFICER, CREATIVE MINDS (startup)

As the Chief operations officer, my responsibilities included:

1. Developed strategic plans based on market research and industry trends.

2. Boosted customer base, acquiring new customers and identifying needs to deliver relevant products.
3. Attended industry events, conferences and trade shows to promote products and network with business owners and prospective clients.
4. Directed hiring and training of new department managers to drive organizational improvements.
5. Conducted feasibility study to weigh pros and cons of developing organization, maximizing strengths and improving weaknesses.
6. Communicated with clients to meet fiduciary obligations, strengthen relationships and define client objectives.
7. Assessed financial statements to measure business performance and examine opportunities for growth.

Jan, 2020 – Jul, 2022

#### ZONE B CHAIR, MINISTERS CHILDREN ASSOCIATION

As the minister's children association zone B chair, my responsibilities included:

1. Leadership and Coordination: Provided strong leadership to the Zone B chapter, overseeing all activities and initiatives undertaken by the association within the designated region.
2. Strategic Planning: Developed strategic plans and goals in alignment with the broader objectives of the association, ensuring effective execution and implementation at the local level.
3. Community Engagement: Fostered strong relationships with community members, ministers' families, and stakeholders to promote the mission and values of the association, facilitating collaboration and support for various programs and activities.

4. Advocacy and Representation: Served as a representative and advocate for the interests and welfare of ministers' children within the synod, addressing their needs and concerns through effective communication and engagement with relevant authorities.
5. Event Planning and Management: Organized and coordinated various events, gatherings, and activities aimed at promoting fellowship, spiritual growth, and support among ministers' children, ensuring smooth execution and meaningful participation.

Sep, 2019 – Aug, 2021

CHIEF TECHNOLOGY OFFICER, CREATIVE MINDS (startup)

As the chief technology officer, my responsibilities included:

1. Investigated issues impacting organizational operations and service delivery to understand root causes, prepare detailed reports and recommend corrective actions.
2. Advised senior management on facilities needs and delivered ongoing operational support.
3. Monitored and provided expert knowledge on tests and technologies and performed system-level engineering services to develop software and hardware for applications.
4. Identified and promptly reported urgent maintenance and repair tasks to management for approval.
5. Independently diagnosed equipment malfunctions, performing repairs, upgrades or replacements.

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## EDUCATION

Sep, 2019 – Dec, 2024	Bachelor of Education in Computer Science, University of Malawi.	Zomba
Sep, 2016 – Jul, 2018	Malawi School Certificate of Education, Domasi Mission Secondary School	Zomba
Sep, 2014 – Jun, 2016	Junior Certificate of Education, Domasi Mission Secondary School	Zomba
Sep, 2007 – May, 2014	Primary School Leaving Certificate of Education Nsanjama Private Primary School	Zomba

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## AWARDS

Oct, 2021 – Dec, 2021	First Runner up Team, Hultz Prize University of Malawi Campus Chapter.	Zomba
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- Hultz prize competition, is a competition that allows students from all over the world to come up with business ideas that create social impact on a theme presented by the hult organization. This competition runs from university level where after students are successful, they move on to the regionals level up to the final level where only six teams compete and the most successful team is awarded \$1 million to implement their solution or business idea. We were awarded the prize of the first runner up team and as the most innovative team at the university level, and at this time I was the team leader.

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## CERTIFICATIONS

Mar, 2024 – Mar, 2024	Project management for development professionals Kaya Humanitarian Leadership Academy
Sep, 2023 – Dec, 2023	Introduction to DHIS2 certificate Dhis2Academy <a href="https://academy.dhis2.org/certificates/be60549b18014ff2ac6384d5f827fe72">https://academy.dhis2.org/certificates/be60549b18014ff2ac6384d5f827fe72</a>
Sep, 2023 – Dec, 2023	DHIS2 aggregate data capture and validation fundamentals Dhis2Academy <a href="https://academy.dhis2.org/certificates/a0b80df9aea94b0d892f2d3ce42224a5">https://academy.dhis2.org/certificates/a0b80df9aea94b0d892f2d3ce42224a5</a>
Sep, 2023 – Dec, 2023	DHIS2 aggregate data analysis fundamentals Dhis2Academy <a href="https://academy.dhis2.org/certificates/ced28f2d92e7431098d60e626082f4df">https://academy.dhis2.org/certificates/ced28f2d92e7431098d60e626082f4df</a>
Sep, 2023 – Dec, 2023	DHIS2 data quality level 2 Dhis2Academy <a href="https://academy.dhis2.org/certificates/84fa2973f0a1460196f0e8886911d8ec">https://academy.dhis2.org/certificates/84fa2973f0a1460196f0e8886911d8ec</a>
Sep, 2023 – Dec, 2023	Planning and Budgeting DHIS2 implementations

Dhis2Academy

<https://academy.dhis2.org/certificates/4c58d25af0b347ff8e2dc6676fd294c0>

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**LANGUAGES**

English

Chichewa

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**REFERENCES**

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