Martin Chunga
Load Master LTD
P.O BOX 2000
Blantyre

29 August 2023

Chief Executive Officer
Greenbelt Authority
P.O BOX 30776
Lilongwe 3

Dear Chief Executive Officer

RE : INFORMATION AND COMMUNICATION TECHNOLOGY OFFICER APPLICATION

Please accept this letter as an expression of my interest in the Information and Communication Technology Officer position. I am a highly motivated and progress-focused Network Technician with a long-standing background in this industry. With a track record of initiative and dependability, I have devised strategic initiatives which I believe will prove valuable to GreenBelt Authority.

Throughout the course of my career, I have perfected my knowledge of Active Directory Domain Services and Linux server administration abilities. I am a capable and consistent problem-solver skilled at prioritizing and managing projects with proficiency.

In my current role, I have contributed problem-solving and teamwork towards team effort and business improvements. I am progressive minded and in tune with new developments in my field. I have proven to be effective and collaborative with strong decision-making talents. I enjoy collective brainstorming which all allow me to coordinate activities to achieve a common goal.

Please take a moment to review my attached resume and credentials. I would greatly appreciate the opportunity to speak with you regarding my candidacy. Thank you for your consideration.

Sincerely,
Martin Chunga

MARTIN CHUNGA

KAMEZA,BLANTYRE
0992114520 / 0885121878 | martinjosephchunga@gmail.com

OBJECTIVE

Passionate IT professional with a Bachelor of Science Degree majoring Computer Science. Eager to work as ICT Infrastructure Officer with GreenBelt Authority to make the most of my skills in Networks,Databases,Virtualization and standard networking protocols while helping GreenBelt achieve its objectives.

EXPERIENCE

1 JUNE 2023 - 31 JULY 2023

- **Department of Climate Change and Meteorological Services**
  IT TECHNICIAN
  Conducted security hardware upgrades for all routers and switches assigned to designated telecommunication nodes.
  Configured ports on switches according to company specifications.
  Implemented access-list on Cisco routers and switches.
  Displayed the ability to independently troubleshoot technical problems by analyzing the problem and applying methodology to resolve the problems.
  Work on different networking concepts and routing protocols like OSPF and LAN WAN technologies.
  Provided expert oversight to LAN performance and maintained LAN security ensuring network availability to all system users.
  Performed routine network configuring management functions and maintain daily LAN operations.
  Developed and hosted my portfolio website.

1 AUGUST 2023 - 31 JANUARY 2024

- **Higher Education Student Loans and Grants Board**
  TEMPORARY DATA CLERK
  Retrieving of loan application and bonding forms.
  Twinning of loan application forms and the bonding forms.
  Data compilation from the twinned students loan application forms and students bonding forms.
  Scanning of the twinned students loan application froms and students bonding forms.
  Archiving of twinned students loan application forms and students bonding forms.

SKILLS

- Team player and very good at maintaining effective relationships with team and colleagues.
- Excellent communication skills to translate complex problems using non-technical terms to users.
- Excellent analytical skills with ability to strategically troubleshoot and resolve technical problems.
- Very good at prioritizing work under pressure while meeting deadlines when working on tight schedule
- Excellent working knowledge of Active Directory Domain Services administration.

- Strong working knowledge of switching principles and routing protocols.
- Ability to configure and verify interswitch connectivity i.e Trunk ports(voice and data),802.1Q and Native VLAN.
- Good understanding of layer 2 discovery protocols(Cisco Discovery Protocol and LLDP).
- Ability to configure and verify layer 2 security features(DHCP snooping, dynamic ARP inspection and port security).
- Ability to configure and verify IPv4 and IPv6 static routing i.e. default route, network route and floating static.
- Good understanding of the use of syslog features including facilities and pools.
- Ability to configure and verify Network Address Translation i.e static NAT ,Dynamic NAT and Overloading NAT with port address translation.
- Strong knowledge of developing security programs to educate users and also monitoring and controlling user access to network resources.
- Strong knowledge of configuring and verifying Ethernet LANs i.e. VLANS and STP.
- Ability to configure and verify IPv4 access control lists.
- Good understanding and implementation of OSPF like OSPF Areas,Link State Advertisements(LSA) and OSPF neighbor relationships.
- Good understanding of designing and implementing database backup and recovery strategies.
- Strong knowledge of database performance tuning and query optimization i.e selection of the optimum execution order and selection of sites to be accessed to minimize communication costs.
- Strong knowledge of database administration, user management and security
- Good working knowledge of Linux server administration, virtualization and Microsoft 365 packages.

EDUCATION

- **University of Malawi**
  Bachelor of Science in Computer Science

CERTIFICATIONS

- CISSP® - Certified Information Systems Security Professional(Simplilearn).

- Learn CCNA 200-300 Network Fundamentals Online(Simplilearn).

REFERENCE

- **Patrick Mtingwi - "Department of Climate Change and Meteorological Services"**
  Principal Meteorological
  pmtingwi71@gmail.com
  0888613836

- **Ms E. S. Mgunda - "Higher Education Student Loans and Grants Board"**
  Human Resource and Admin
  ethel.mgunda@heslgb.com
  0882586935 / 0999558792

- **Hopeson Gausi - "Elizabeth Glazer Pediatric Aids Foundation"**
  Software Developer
  hgausi@pedaids.org
  0994027141

- **Hopeson Gausi - "Elizabeth Glazer Pediatric Aids Foundation"**
  Software Developer
  hgausi@pedaids.org
  0994027141

UNIVERSITY OF MALAWI

Martin Fact Chunga

having satisfied the examiners has this day been awarded

the degree of

BACHELOR
of
SCIENCE

Registrar

13th May 2022

Vice-Chancellor

SkillUP

by Simplilearn

Declaration of Completion

Martin Fact Chunga

has successfully completed the online course:

Learn CCNA 200-301 Network Fundamentals Online

This professional has demonstrated initiative and a commitment to deepening their skills and advancing their career. Well done!

14th Oct 2022

Certificate code : 3852338

Krishna Kumar

Krishna Kumar

CEO

SkillUP
by Simplilearn

Declaration of Completion

Martin Fact Chunga

has successfully completed the online course:

CISSP® - Certified Information Systems Security Professional

This professional has demonstrated initiative and a commitment to deepening their skills and advancing their career. Well done!

23rd Nov 2022

Certificate code : 3956300

Krishna Kumar
CEO