

MARTIN FACT CHUNGA

0992114520,0885121878 | martinjosephchunga@gmail.com

PERSONAL STATEMENT.

I am a knowledgeable, competent, decisive and innovative IT Professional who understands the importance of safety, leadership and collaborative working in this position.

I possess the relevant skills, knowledge, qualifications and experience to drive the company forward and achieve its IT goals.

In recent years, I have developed a diverse set of skills and qualities that will enable me to have an immediate and positive impact in this IT position and assist the management team in achieving their commercial and operational objectives.

In addition to being a high-achiever and strong collaborator who can fit seamlessly into any team, I am renowned for my analytical, critical, and problem solving capabilities.

Notable achievements in my IT career to date include :

- Collaborating with internal departments to assess the organization IT needs and improving efficiency and effectiveness of IT-related machinery and resources.
- Assisting organizations in the development of IT operational procedures and safety protocols.
- Successfully completing time-sensitive IT projects with strict budgetary requirements.

Further details of my IT experience, work history, education, qualifications and references are provided within this CV for your kind consideration.

WORK EXPERIENCE.

TEMPORARY DATA CLERK - 1 AUGUST 2023 - 31 JANUARY 2024

HIGHER EDUCATION STUDENTS LOANS AND GRANTS BOARD - LILONGWE

- Identified errors in data entry and related issues, reporting to supervisors for resolution.
- Coordinated, scheduled and executed in-depth data entry projects.
- Scanned documentation and entered into the database to maintain accurate records.
- Archived old and outdated records to keep fresh and updated content.
- Demonstrated confidentiality in dealing with information to comply with privacy laws.
- Conducted data cleaning tasks to achieve productive workflow.
- Examined data to detect and rectify deficiencies or errors.
- Compared source documents to verify accuracy of data.
- Practiced data integrity to adhere to security policies and guidelines.
- Transferred data from paper formats into database systems to keep digital formats.

IT NETWORK TECHNICIAN INTERN - 1 JUNE 2023 - 31 JULY 2023

DEPARTMENT OF CLIMATE CHANGE AND METEOROLOGICAL SERVICES - BLANTYRE

- Acted as a primary contact for network emergencies.
- Analyzed software, hardware and network systems for various transmission systems.
- Configured and installed Routers, Switches and Wireless Access Points.
- Diagnosed network problems involving a combination of hardware, software, power and communication issues.
- Identified, reported and resolved network security violations.
- Provided user support and training through administering of user accounts.
- Documented and maintained the network configurations, IP addressing, network mapping, processes and service records.
- Managed network using Acting Directory and Group Policy.
- Developed and maintained my portfolio website <https://factmartin-portfolio.netlify.app/>

KEY SKILLS

- Good communication Skills.
- Strong interpersonal skills
- Detail-oriented and excellent analytical skills.
- Documentation and reporting.
- Project Management Skills.
- Resource Management Skills.
- Virtualization.
- LAN/WAN Skills.
- Network documentation, Routing and Switching .
- Computer Programming.
- Database Design and Implementation skills.
- In-depth knowledge of Windows Server and Microsoft 365 skills.
- Data analysis and Visualization.
- Web development skills.
- Good working knowledge of Active Directory,DNS and DHCP

EDUCATION

UNIVERSITY OF MALAWI - 2022

- Bachelor of Science in Computer Science..

MICHIRU VIEW BOYS SECONDARY SCHOOL - 2015

- Malawi School Certificate of Education(MSCE)

CERTIFICATIONS

- **Certified Information Systems Security Professional.**
 - A certification for professionals in the computer security field responsible for developing information security policies, standards and procedures and managing their implementation across an organization.
- **Lean CCNA 200-301 Network Fundamentals Online.**
 - A technical certification designed to improve, enhance and evaluate the networking knowledge of an individual. The certification validates my general ability to install, secure, operate, and troubleshoot issues within enterprise networks.
- **Introduction to Data Visualization.**
 - A certification that assists in exploring business insights to achieve business goals in the right direction.

REFERENCES

- **Ms Ethel S. Mgunda**
Higher Education Students Loans and Grants Board
Human Resource and Administration Officer
ethel.mgunda@heslgb.com
0882586935 / 0999558792
- **Mr Patrick Mtingwi**
Department of Climate Change and Meteorological Services
Principal Meteorologist
pmtngwi71@gmail.com
0888613836
- **Mr Hopeson Gausi**
Elizabeth Glaser Pediatric Aids Foundation
Software Developer
hgausi@pedaids.org
0994027141