Personal Details

Full name: Oswald Phiri
Gender : Male
Date of Birth : 18/10/2000
Physical Address :   P.O. Box 1220 Lilongwe
Cellphone : + 265 991 052 097/ +265 886 452 452
Email Address: oswaldphiri361@gmail.com

SUMMARY

As an enthusiastic and detail-oriented individual with a recently earned bachelor's degree in Information Systems (October 2023), I am excited to transition into the administrative field. With a strong desire to contribute to a dynamic team environment, I bring foundational skills in office management and communication, coupled with a proactive approach to tasks. My commitment to maintaining a well-organized workspace, coupled with a quick learner mindset and a positive attitude, positions me to excel in administrative roles where dedication and adaptability are valued.

EDUCATION

University of Malawi Chancellor College (2018-2023) :

Bachelor of Science in Information Systems

St John's Secondary School (2013-2017):

MSCE and JCE

SKILLS

Technical Skills

Computer Hardware and Software Repair

Network Setup and Maintenance (LAN, WiFi)

Operating System and Software Installation

Router Configuration and Ethernet Cable Crimping

Database Management (MySQL)

Website Development (Laravel, HTML, CSS, JavaScript)

Version Control (Git)

Soft Skills

Effective Communication

Strong Interpersonal Skills

Teamwork and Collaboration

Attention to Detail

Problem-Solving

Report Writing and Presentations

Microsoft Office Suite (Word, PowerPoint, Excel)

EXPERIENCE

1. **Computer Technician at Nicomac (February 2024 -)**

   Provided technical support and troubleshooting for hardware and software issues.

   Conducted repairs and maintenance on computers and peripherals.

   Installed and configured operating systems and software applications.

   Assisted in network setup and maintenance, mainly Local area network installation and maintenance.

   Provided customer service and guidance on technology-related matters.

2. **Driving Licence class B (2022)**

PROJECTS

1. **Church Management System**

   Independently developed a comprehensive church management system using Laravel PHP, HTML, CSS, JAVASCRIPT and MYSQL.

   Designed and implemented features for member registration and event scheduling.

   Integrated user-friendly interfaces for administrators and members, ensuring ease of use and accessibility.

   Implemented security measures to protect sensitive church data and ensure confidentiality.

2. **FinanceLogger**

Developed a web application for Mankind gamezone using Django to help users track daily financial entries and view monthly aggregates.

Implemented features such as a dashboard, adding and deleting entries, viewing all entries, and monthly aggregation.

Utilized SQLite3 for database management and Bootstrap for modern, responsive styling.

COURSES

Project Management.

Computer Security.

Computer Networks.

Research Methods and Ethics.

Enterprise Architecture.

IT Audit and Controls.

Strategic Business and Information Systems management.

Human Computer Interaction.

Cloud computing.

IT Consultancy and Practice.

Statistical Hypothesis Testing.

Linux Systems Administration.

Information technology service management.

LANGUAGES

English

Chichewa

REFEREES

Name : Mr Chisi

Position : Owner

Organisation : Nicomac

Email: nicomaccomputers@gmail.com

Phone: +265 999 950 753

Name : Prof. Chipo Kanjo

Position : Lecturer

Organisation : Unima

Phone: +265 999 95 59 63