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## Personal Details

Full name: Oswald Phiri

Gender : Male

Date of Birth : 18/10/2000

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## 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 Troubleshooting.

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

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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.

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## 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: nicomacomputers@gmail.com

Phone: +265 999 950 753

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Name : Prof. Chipo Kanjo

Position : Lecturer

Organisation : Unima

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