

PHILLIP KHUMA PHIRI

Kameza, Blantyre

Cell (+265) 990 20 47 50

Email: hillipkhuma@gmail.com

PERSONAL DETAILS

Date of Birth: 26th June, 1992

Language: English, Chichewa, Tumbuka

Nationality: Malawian

Driving License: Code C (With an A1 provisional licence pending card)

CAREER OBJECTIVE

To work and eventually lead in a dynamic professional environment with a growing organization and utilize my creativity and innovative skills for the benefit of the organization and myself.

PROFESSIONAL SKILLS

- ✓ Project & Organization change Management
- ✓ Community Mobilization
- ✓ Time Management
- ✓ Communication Skills
- ✓ Organizational Skills Interpersonal Skills
- ✓ Problem Solving Skills
- ✓ Critical Thinking Skills
- ✓ Teaching (Technology)
- ✓ Web Design and Development
- ✓ Computer Programming Java, C++, Python
- ✓ Microsoft Office Packages
- ✓ Database Design and Development
- ✓ Windows Server Administration

EDUCATION BACKGROUND

1. [2014-2015] *Diploma in Computing and Information Systems (Merit)*
 - University of Malawi – Chancellor College, Zomba, Malawi
2. [2023] *Diploma in Project Management (Pending)*
 - Alison Learning Platform
3. [2011-2014] *Malawi Schools Certificate of Education (MSCE 13-Points)*
 - Zomba Catholic Secondary School

CAREER SUMMARY

1. Comsip Cooperative Union: November 2022- May 2023

Position: DATA OFFICER

Responsibilities:

- Analyze and design computer systems within specific time scales.
- Worked hand in hand with case workers for both SCT and EPWP programs.
- Conducted monitoring visits and monthly meetings with case workers and desk officers.
- Captured data efficiently into the CIMIS platform.
- Data cleaning.
- Provided ideas on ways to work and track data easily.
- Assembled and consolidated all district monthly reports.
- Worked hand in hand with project officers and coordinators to produce friendly templates for easy data acquisition.
- Providing training to case workers on how to present data.

2. Khan's Technologies: October 2021- May 2022

Position: IT OFFICER

Responsibilities:

- Analyze and design computer systems within specific time scales.
- Maintain, troubleshoot, and resolve problems with applications, networks and database system.
- Analyze, redefining existing systems and making changes in system requirements of equipment configuration.
- Schedule upgrades and security backups of hardware and software systems.
- Providing technical assistance and training to user Staff.
- Preparing machine operation instructions.

3. Dynamic-Tech Solutions: April 2020 – Jun 2021

Position: IT OFFICER

Responsibilities:

- Ensuring project deadlines are met as guided by the Team Leader.
- Website designing and implementing.
- Assess project risks and issues and provide solutions where applicable.
- Ensuring the system (mobile & web) is fully set up to the client's requirements.
- Assist the client ICT personnel with configurations and ongoing usability of the system.
- Offer daily technical support to personnel using the system as the need may arise.
- Documenting technical support issues that arise and solutions offered as part of weekly reporting.
- Provide online and onsite training support for new and existing clients on all platforms.

4. Directorate of Road Traffic and Safety Services (DRTSS): Oct 2015 – Feb 2020

Position: DATA OFFICER

Responsibilities:

- Regional trainer on MALTIS for Road Traffic staff.
- Accurately enter data into corresponding fields.
- Assisting clients with directions and procedures for accessing DRTSS services.
- Client support.
- Software installations (OS) and configuration of computer terminals for MALTIS users.
- Troubleshooting and addressing any other IT related issues in the region.
- Data cleaning.

Achievements:

- *Successfully completed training courses in Server Administrations & Management and Server Virtualization, in preparation for the handover of “Malawi Road Traffic Information system” as system administrators.*

ATTRIBUTES

I am a dependable, independent, highly self-motivated, a good team player, fast learner and works under pressure. Possess good writing and oral communication skills.

PROFESSIONAL REFERENCES

Leonard Mtonya

Regional Manager

Directorate of Road Traffic and Safety Services
Private Bag 257
Lilongwe
Malawi
+265999315382/+265888315382
leonardmtonya@gmail.com

Damiano Banda

IT Manager

Dynamic Tech Solutions
P.O Box 536
Lilongwe
Malawi
+265991318204
Damenbanda4@gmail.com

Angus Rodgers

IT Manager

Zodiak Broadcasting Station
Private Bag 105
Lilongwe
Malawi
+265993195184
