

# **PHILLIP KHUMA PHIRI**

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**Kameza, Blantyre**

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## **PERSONAL DETAILS**

**Date of Birth:** 26<sup>th</sup> 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**

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##### **Leonard Mtanya**

**Regional Manager**

Directorate of Road Traffic and Safety Services

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