

CURRICULUM VITAE

QUENTIN KAMWENDO

C/O Mr. Quentin Kamwendo

Ministry of Labour

P.O. Box 110

Blantyre

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PERSONAL INFORMATION

Date of Birth: 11 November, 1999

Sex: Male

Nationality: Malawian

Marital Status: Single

PERSONAL PROFILE

Motivated physics graduate with a strong analytical and problem solving mindset, seeking a challenging position to leverage my analytical skills and practical experience.

SKILLS

- Proficient in data analysis and interpretation.
- Proficient in programming languages like python, JavaScript, SQL.
- Statistical modelling.
- Report writing and documentation
- Excellent attention to detail, highly numerate and able to produce accurate work.
- Able to work effectively both without close supervision and as a part of a multidisciplinary team.
- Proficient in Open Data Kit (ODK) and kobo Toolbox for effective data collection and management.
- Excellent analytical and problem-solving skills developed through coursework and research projects.
- Effective oral and written communication and interpersonal skills for engaging with diverse stakeholders.
- Ability to work independently and collaboratively in a team.
- Proficient in using Microsoft Office packages (Word, Excel, PowerPoint).
- Trustworthy, able to maintain confidentiality and deal with sensitive information.
- Excellent organizational as well time management skills.

- Able to thrive in dynamic and fast-paced environments.

WORK EXPERIENCE

Internship (Assistant Labour Officer)

Ministry of Labour (June 2023 – present)

- Assisted in resolving labour disputes and facilitated communication between employees and management.
- Assisted employees and employers in calculation of terminal benefits ensuring accuracy and attention detail.
- Compiled and maintained accurate records of labour-related incidents and resolutions.
- Prepared comprehensive reports on labour statistics for decision making.
- Collected and analysed data on labour productivity and efficiency, providing recommendations for improvements.
- Participated in outreach programs to educate employers and employees about labour laws and regulations.
- Processing worker's compensation claims from employees injured in line of duty.

PROJECT EXPERIENCE

ODK Implementation for Field Research

- Successfully implanted ODK for efficient data collection in a field research project.
- Trained team members in ODK usage, improving data collection accuracy.

TENNIS PLAYER'S ANALYSIS DASHBOARD

- Developed an interactive dashboard using Python and Plotly to visualize and provide insights.
- Performed data cleaning on the datasets

EDUCATION

BACHELOR OF SCIENCE IN PHYSICS

University of Malawi, chancellor college | Zomba, Malawi | 2022

MALAWI SCHOOL CERTIFICATE OF EDUCATION (MSCE)

Michiru View Boys Secondary School (2016)

REFEREES

Mr Happy Mwafyuma

Assistant Labour Officer

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