

# SYNET WILSTONE MAONEKEDWE

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## Objective

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Highly motivated professional with a strong background in Information Communications and Technology (ICT) seeking a role of temporary sales clerk at SFFRFM. I am dedicated to facilitating sales processes with accuracy, reliability, and impartiality.

## Experience

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- National Economic Empowerment Fund (NEEF).** OCT -2023 - FEB-2024  
Data Entry clerk/ Enumerator
  - Entered and managed large volumes of data into Microsoft Excel, ensuring accuracy and consistency.
  - Provided data quality assurance through thorough checks and verification processes.
  - Collaborated with team members and maintained effective communication to ensure smooth data operations.
  - Created and maintained physical and digital paperwork, adhering to organizational SOPs for data management.
  - Reported weekly data entry status to supervisors, outlining the accuracy and progress of data capture.
- Malawi Telecommunications Limited MTL-lilongwe** Jan 2022 - Dec 2022  
Data Entry clerk || ICT - Internship
  - Managed various ICT systems and handled data entry tasks, ensuring accuracy and consistency.
  - Collaborated with team members to ensure proper backup and data protection.
  - Maintained electronic devices and ensured their proper functioning during operations.
- National Statistical Office of Malawi** 3 September 2018 - 23 September 2018  
Enumerator / Data entry clerk - Contract
  - Conducted household surveys using digital devices to collect demographic information.
  - Produced daily reports on data collected and ensured they were signed by supervisors.
  - Accounted for registration materials and ensured data security throughout the process.
  - Worked as part of a team to facilitate accurate data collection and entry.

## Education

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- Malawi University of Business and Applied Sciences (MUBAS-UNIMA)** 2023  
Bachelors of Electronics and Computer Engineering
- Salima Secondary School** 2012-2016  
MSCE

## Skills

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- Data Management and Security:** Proficient in capturing, printing, and securing data, with experience in maintaining and backing up electronic data according to set rules and regulations.
- Data Entry:** Proficient in data entry with Microsoft Excel and other tools, ensuring high accuracy and attention to detail.
- ICT Skills:** Strong knowledge and experience of Microsoft Office, DHIS 2, and other database management software.
- Typing Speed** of 45 WPM with 90% typing accuracy.
- Communication:** Excellent communication skills in English; capable of working independently and within a team.
- Being able to work in stressful conditions,
- Flexible, patient, and result-driven
- Can work with minimum or no supervision.
- Team work, Creative problem solving, Strong planning skills
- Impartiality:** Committed to discharging duties in a non-partisan manner and demonstrating impartiality at all times.
- Field Work:** Experienced in working in the field with minimal supervision; adaptable to various environments.

## Personal Details

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- Date of Birth : 02/JAN/1998
- Gender : Male

## Reference

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- **Dr T Chadza - Malawi University of Business and Applied Sciences**  
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