

# STEVE MATIKI CV

Gender: Male

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Date: 10/02/2025

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## WORK EXPERIENCE

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### 2022-2023 Data clerk

#### **Malawi National Examination Board (Temporary)**

Data entry

Storing and data retrieval

Data validation

### 2020-2021 IT Project Assistant/Data clerk

#### **Central Medical Stores Trust (Temporary)**

Dispatch and track vehicles delivering Medicine using CCTV and tracking software package

Confirm accuracy of data such as figures in denomination of product,

Expiration date, batch numbers and allocation.

Receive/dispatch commodities according to records in the system

Keep track of received data and source documents in an ERP system and manual record filling

Compare data entered with source documents and/ or re-enter data verified by supervisor

In consultation with supervisor resolve inconsistencies and/or missing data.

Assist Monitoring and Evaluation Officers in data quality assurance including data collection

Conducting data validation and verification.

Support with writing evaluation and impact reports for internal and external audiences.

Maintain confidential information; and undertake any other duties assigned to him/her from time to time by supervisors.

### 2018-2019 District Data Coordinator

#### **JHPIEGO (temporary contract)**

Implementing data privacy policies and complying with data protection regulations.

Conducting analysis and investigations into areas for potential improvement.

Keeping track of all VMMC (Voluntary Medical Male Circumcision) service delivery data.  
Assist Monitoring and Evaluation Officers in data quality assurance including data collection  
Conducting data validation and verification.  
Support with writing evaluation and impact reports for internal and external audiences. **2015-**

## **2018 Clinical Data Associate**

### **UNC PROJECT**

Ensuring the timely completion of analysis and transfer of data reports to medical writers.  
Responsible for tracking data and results in a research study.  
Validating database including testing logic checks.  
Develop technical specification data management program.  
Documenting and communicating needs to management.  
Mobile data capture using REDCap software (Research Electronic Data Capture).  
Helped reduce patient enrolment errors for the Bubble CPAP study by developing real time  
Logic checks to guide clinicians and nurses in the enrolment process.

### **Notable achievements**

I helped achieve 0% data breaches during the Bubble CPAP study and no patient data was missing.  
Implemented the migration from paper documents to electronic data capture which was a First for the organization. This reduced the cost of buying paper and shelf space of physical Files in the office.

## **EDUCATION AND CERTIFICATION**

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### **2011-2012 Diploma in Information Technology**

National College of information Technology (NACIT),

#### **Relevant Coursework:**

Skills for computing, computer networks, computer systems, designing and developing  
Websites, databases, e-business, essentials of management, understanding business

Organizations

### **2023-2023 IBM Data visualization**

Coursera.

### **2023-2024 IBM data analytics professional certificate**

Coursera, ongoing.

**2023-2024 Google cyber security analyst certificate**

Coursera, ongoing

**2023-2023 Microsoft foundations in C# (certificate)**

Freecodecamp and Microsoft learning

**2023-2024 Certificate: Python for Data Science, A.I and Development**

Coursera

**2017-2017 Certificate: Good Clinical Practice (GCP)**

John Hopkins Children Center

**2015-2016 Certificate: Research Electronic Data Capture (REDCap)**

John Hopkins University, 2016

**2006-2009 Malawi secondary certificate**

St john's Catholic Secondary School

## SKILLS

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**OPERATING SYSTEMS:** Microsoft windows operating systems, Mac OS, Linux, Android, Chrome, Windows server and Linux server.

**NETWORKING AND TROUBLE SHOOTING:** Excellent with networking protocols like TCP/IP, DNS, FTP, SMTP, Network cabling Hardware troubleshooting and repair.

**SCRIPTING AND PROGRAMMING LANGUAGES:** PHP, jQuery, Python, Django, C#, JavaScript, .NET, framework, CSS, HTML5, SQL/MySQL

**Web services and API;** XML, JSON, SOAP, Restful, Bootstrap

**Monitoring and Evaluation:** Data visualization and presentation using Microsoft packages and IBM cognos, Report writing; formal and informal, periodic reports, short and long reports. Knowledge of data management tools like; MySQL, Redcap, SPSS, dhis2, Stata, Microsoft office packages. Data analysis skills, validation, data maintenance, retrieval and storage of data.

## REFERENCES

UNC PROJECT	MANEB	MANEB
Don Makonokaya (Project Coordinator)	Chisomo Kadango (System Analyst)	Mrs Katopola (team leader)
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