

# ALICE MANDALASI CURRICULUM VITAE

Malawi University of Business and Applied Sciences, Private Bag 303, Chichiri, Blantyre.

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## Personal Profile Statement

A dynamic young person who has a strong desire to do better in IT field. I am a nice fun, friendly, and a hard-working person, I am honest and punctual, I work well in a team but sometimes on my own as I like to set myself goals which I will achieve, I have good listening, and communication skills. I have a creative mind and am always up for new challenges. I am well organized and always plan ahead to make sure I manage my time well.

## Academic Qualifications

1. Bachelor of Science in Information Technology  
**Institution** : Malawi University of Business and Applied Sciences (MUBAS)  
**Dates** : January 2021 to October 2024
2. Level 1 Certificate in Information and Communication Technology (ICT)  
**Institution** : Nasawa Technical College (TEVET).  
**Dates** : 2018
3. Malawi School Certificate of Education (MSCE)  
**Institution** : Madisi Secondary School.  
**Dates** : 2017

## Work Experiences

1. **Organization:** Techpearl Organization  
**Post:** Electronics Education Assistant (intern from November 2023 to February 2024).  
**Duties and Responsibilities:**
  - Plan and prepare lessons that introduce kids to basic electronics concepts.
  - Lead hands-on activities where kids use electronics kits to build and explore circuits.
  - Monitor the students during practical sessions, offering assistance and troubleshooting help when needed.

2. **Organization:** Primelux Group

**Post:** financial inclusion surveyor (Intern in July 2024).

**Duties and Responsibilities:**

- Gather detailed information on financial behaviour, access to financial services, and the economic conditions of individuals and households.
- Engage with local communities to understand their financial needs and concerns.
- Evaluate the availability and accessibility of financial services such as banking, credit, insurance, and savings options in different regions.
- Compile and analyse the collected data to identify trends, gaps, and opportunities for improving financial inclusion.

3. **Organization:** Dazzle credit technologies

**Post:** IT specialist (from January 2024 to October 2024)

**Duties and Responsibilities:**

- Offering Technical services

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## Skills

- Proficiency in Microsoft Office Suite
- Technical Services
- Web development (HTML, CSS, Django, JavaScript and PHP)
- Graphics Design
- Computer Systems and Security
- Database Management Systems (MySQL, MS Access)
- Electronics
- Networking (Cisco Networking Academy Syllabus)

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## Personal Attributes

- Able to work under pressure.
- Ability to work in teams.
- Strong management and Organization Skills
- Fast learner and an active listener.
- Adapts easily to the environment.
- Easy to approach and trustworthy.
- Good Communication and Presentation Skills
- Fluent in English.

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## Hobbies

- Singing
- Reading Books
- Hiking

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## Leadership

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- Executive Member of SCOM at Nasawa Technical College (2018).
- Librarian Prefect at Kamphenga Community Day Secondary School (2015-2016).

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## Languages

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- English
- Chichewa

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## References

BSc Supervisor  
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