

# CURRICULUM VITÆ

## **FULL NAME: INNOCENT LIPENGA**

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C/O Mr. F. Lipenga  
Illovo Nchalo sugar (MW) Plc  
P/Bag 50

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## **PERSONAL INFORMATION**

<b>Date Of Birth</b>	:	9 <sup>th</sup> October, 2004
<b>Sex</b>	:	Male
<b>Denomination</b>	:	Christian
<b>Nationality</b>	:	Malawian
<b>Marital Status</b>	:	Single
<b>District Of Origin</b>	:	Chikwawa
<b>Language</b>	:	English and Chichewa

## **CONTACT ADDRESS** :

Shalom Pvt School  
P. O. Box  
Nchalo

## **PERSONAL PROFILE** :

Innocent Lipenga is a Youngman of focus, commitment, very efficient, organized individual, hardworking, dependable with absolute discretion and excellent attention to detail. In addition to that, I am a well-disciplined and self-motivated with strong planning and good interpersonal and communication skills. Furthermore, I am identified as a team player, logical thinker and always absorbent to new skills through learning, adapt new ethical standards while maintaining high levels of integrity and professionalism desired.

## **MAJOR ACHIEVEMENTS** :

Able to coach and have even helped my fellow classmates right from the list to understand and acknowledge their competence skills and enhancing their capabilities in

Achieving their goals and eventually some have managed to pass with Merits in their MSCE/JCE results. In fact, I have received an excellent review from the school as well as my classmates.

### **SKILLS AND COMPETENCIES:**

- Trustworthy, Integrity, Hardworking and result oriented
- Self-motivated, Self-starter and team player
- Adaptable and Innovative
- Excellent interpersonal and communication skills – both oral and writing
- Excellent time management skills and ability to multi-task and prioritize work
- Ability to work with minimum supervision
- Strong analytical skills and problem-solving skills
- High level of accuracy, attention to detail and thoroughness
- Ability to establish effective working relations in a multicultural team environment and maturity of judgement
- Ability to develop innovative solutions encourages and contributes creative solutions to address challenging situations

### **PROFESSIONAL QUALIFICATIONS:**

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Planning to pursue in Bachelor of Science in Electronics and Computer Engineering Under Malawi University of Business and Applied Sciences (MUBAS), But currently pursuing Advanced Diploma in Computer Engineering Under University of Malawi (UNIMA)

### **ACADEMIC QUALIFICATION:**

<b><u>Year</u></b>	<b><u>Qualification Obtained</u></b>	<b><u>Institution/School</u></b>
<b><i>2021</i></b>	<b><i>Junior Certificate of Education</i></b>	<b><i>Jombo Secondary School</i></b>
<b><i>2022</i></b>	<b><i>Malawi School Certificate of Education</i></b>	<b><i>Jombo Secondary School</i></b>
<b><i>2023</i></b>	<b><i>Malawi School Certificate of Education</i></b>	<b><i>Jombo Secondary School</i></b>
<b><i>2024</i></b>	<b><i>Level 4 Diploma in Computer Engineering</i></b>	<b><i>University of Malawi (UNIMA)</i></b>
<b><i>2025</i></b>	<b><i>Level 5 Diploma in Computer Engineering</i></b>	<b><i>University of Malawi (UNIMA)</i></b>

### **WORK EXPERIENCE:**

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**Company** : Shalom Pvt School  
**Department** : Administration  
**Position** : Attachments in IT duties & Administrative Assistant (2023)

### **DUTIES AND RESPONSIBILITIES:**

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- ❖ Typing and printing school end term Examinations
- ❖ Designing Log, Timetables or other activities
- ❖ Baser
- ❖ Publishing
- ❖ Installing system in office computers
- ❖ Carrying out other duties as signed by Management
- ❖ Responsible for cleaning the workstation environment
- ❖ Complying with Quality and Safety standards in carrying out all duties
- ❖ Conducting Streaming Services

**Company** : Illovo Sugar Company  
**Department** : Boiler  
**Position** : **Artisan Helper (2023)**

### **DUTIES AND RESPONSIBILITIES:**

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- ❖ Preparing materials and tools
- ❖ Cleaning and maintaining workstation
- ❖ Assisting artisans with tasks such as assembling
- ❖ Performing basic repairs and maintenance

### **COMPUTER SKILLS:**

Proficiency in the use of Computer as follows:

- ❖ Microsoft Excell
- ❖ Word Processing
- ❖ Presentation
- ❖ Publisher
- ❖ Outlook and also knowledge in internet/Email
- ❖ PowerPoint
- ❖ Knowledge of operating systems
- ❖ Basic programming skills
- ❖ Troubleshooting and basic computer maintenance
- ❖ Experience with cloud computing

### **HOBBIES AND INTERESTS:**

- ❖ Reading

- ❖ Singing
- ❖ Playing musical instruments
- ❖ Exploring
- ❖ Travelling and Socialization
- ❖ Studying

**TRACEABLE REFEREES:**

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3. Mr. D. Yotamu  
The Director  
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