LEVISON GONDWE

P.O. BOX 241/ZOMBA /MALAWI

Marital status: single.

Call: 0882217268/0887838603

Nationality: Malawian. Sex: male.

Email: levisongondwe@gmail.com

Languages: Chitumbuka/Chichewa/ English

Education:

- Bachelor of Science in Management Information Systems graduated in 2023 at MUBAS University, Malawi.
- Malawi school certificate of Education (MSCE) with 10 points from Euthini Secondary school in 2016
- Certificate in CITI program 2023

Relevant Coursework:

- Database Management Systems
- Information Security
- Network Administration
- Systems Analysis and Design
- Software Development
- Data Analytics
- Accounting
- Financial analysis
- Budget management

Skills:

Technical Skills:

- **Database Management Systems:** SQL, MySQL, Oracle, Postgres
- **Operating Systems:** Windows, macOS, Linux
- **Information system audit:** computer and business operations, reports, policies and procedures audit, Encryption and Cryptography, Computer Forensics, Privacy, Piracy, Viruses and so forth
- **Programming Languages:** Java, Python, C++, C, PHP
- **Web Technologies:** HTML, CSS, JavaScript
- **Frameworks:** bootstrap, Django, react JS, node JS, Ajax
- Geographical information systems: ARCGIS
- Server administration: Linux, windows
- Networking: CCNA (1-4)
- Human computer interaction
- **Microsoft office**: word, excel and access
- computer hardware and software repairing
- **Graphic Design Software**: Adobe Photoshop, Illustrator, blender and indesign
- **computerized accounting**: QuickBooks, Sage Pastel
- **financial accounting**: balance sheets, bank reconciliation, consolidated accounting, income/expenditure accounts.

- **Managerial accounting:** cashflows, preparing budgets i.e fixed, flexible, departmental, functional, master budgets etc.
- Cost accounting

Soft Skills:

- Strong analytical and problem-solving abilities
- Attention to detail and accuracy in data management
- Ability to work independently and as part of a team
- Excellent data entry skills with spreadsheet, proven attitude for numbers and demonstrated ease with processing detailed information accurately.
- Good time management and listening skills
- Fast in typing and able to use Microsoft office suite like spreadsheet in business situations.

PROJECTS

My portifolio:

A responsive website developed using html, CSS, bootstrap and JavaScript. Can be accessed using the link below on github: https://levison-g.github.io/my-portifolio/

Blantyre hotels mapping:

Developed GIS project by collecting data for hotels in Blantyre and come up with maps showing data on specific hotel. This was school project and I was team leader

Online career guidance system:

A web-based system as final year project for NCHE organization.

I used php language and MySQL using Apache server on backend side and html,css and javascript for front-end

CURRENT PROJECTS:

single page website of Square technology – the aim of this website is to provide information about company and allowing people to reach out to the staff. Currently the website is still under development using python (Django) for backend and react js for front end and PostgreSQL as database system

school management system for private secondary school- this system the goal is to allow to keep the details of both students and staff and easily follow up fees payments and registration. Currently is also still under-development using java and MySQL as database system

Work experience

Marketing sales at NKHOMA MOUNTAIN VIEW ACADEMY.

The institution is located in Lilongwe Malawi. I stated working from 1 august 2023 to present

responsibility:

- Marketing the bland of the school
- Sourcing students to register
- Also involves in decision making for school management
- Creating posters and banners as one of marketing strategy of the school

Electronic technician at Chisuse electronic company, Blantyre

Responsibilities:

- Repairing home gadgets such as TV, plasma, computers, etc
- Assemble and disassemble electronic devices
- Software repairing and installation include: operating systems, Microsoft office packages

Graphic designer at Commando organization

This is Christian-based organization in Blantyre and I have worked from 2021-2023 as volunteer

Duties :

- Designing: posters, flyers, cards, logos, certificates etc

References:

Mr. Rodrick Custom, *Design studio technician, School of engineering Department, MUBAS Private Bag 303 Chichiri, Blantyre. Cell;* **+265882486323/0992242135.** *Email:* rcustom@poly.ac.mw	**Mr. Right mazolo**, *lecturer at Blantyre international university and also IT technician at final touches electronics in limbe. Malawi University of Business and Applied Sciences Private Bag 303 Chichiri Blantyre. Cell:* **+265880814073 Email :** rmazolo@poly.ac.mw	**Mr.Inno Gondwe,** *school director at nkhoma mountain view academy* *Cell:***+265992366847.**