

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

Objective:

Highly motivated and results-oriented Management Information Systems graduate seeking an internship or temporary employee position to apply theoretical knowledge and gain practical experience in a dynamic and innovative IT environment. Possess strong technical skills, a passion for technology and accounting, and a commitment to deliver exceptional results.

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

Relevant Coursework:

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

Skills:

Technical Skills:

- | | |
|---|---|
| - Database Management Systems: SQL, MySQL, Oracle, Postgres | - Programming Languages: Java, Python, C++, C, PHP |
| - Operating Systems: Windows, macOS, Linux | - Web Technologies: HTML, CSS, JavaScript |
| - Information system audit: computer and business operations, reports, policies and procedures audit, Encryption and Cryptography, Computer Forensics, Privacy, Piracy, Viruses and so forth | - 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
- **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.

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 brand 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 shop, 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

PROJECTS

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. This was done by myself alone.

I used php language and MySQL using Apache server

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

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**.