

Curriculum Vitae

Malumbo Polela

Personal Details

Surname : Polela
Forename : Malumbo
Date of Birth : March 28th, 1993
NRC No. : 194744/10/1
Sex : Male
Languages : English, Nyanja and Swahili
Marital Status : Single
Nationality : Zambian
Religion : Christian
Address : C/O P. O. Box 360025, Lusaka, Zambia.
Cell : +260 962 58 10 26
Email : pmalumbo@gmail.com

Personal Profile

I am a hardworking, focus driven and disciplined individual, who developed a passion for computer and mobile problem solving since my later years in secondary school. Being that I was born during the era of technological advancement, I feel that success is through developing and progressing with technology which led me to study computer engineering and with my love for playing rugby, I have learnt to be patient and disciplined in all aspects in life.

Achievements

Umbo Enterprise

1. Programing (Web development)
2. Retail and Wholesale Shop (Kafue Town)

Projects

1. Umbo Enterprise Blog
2. Glochi Bridal Store Web Gallery

Working Experience

2020 - Present Ministry of Health (KDHO) – Ag. Procurement and Supplies Assistant

Job duties:

- NAV bid evaluation and orders(online)
- Preparing Low Value Paper
- Making inquiries for requisitions
- Raising purchase orders
- Leasing with suppliers on end users needs
- Evaluation of bidders(paper work)

2017 - 2020 Ministry of Health (KDHO) – Ag. Registry Clerk

Job duties:

- Processing of cooperate documents
- Creating staff folders
- Filing staff documents at the district and provincial health office

- Updating the staff return database
- Calculating of staff vacation leave days and updating vacation leave database
- Auditing staff by head count in all facilities
- Circulating and orienting of staff on PSMD circulars
- Making sure all folders are secured.
- Assessing facilities on their performance during performance assessment program.
- Responding to all Audits queries from the provincial health office.

2017

Ministry of Health (Shikoswe Health Centre) – Cleaner

Job duties:

- Maintenance of the facility
- Records Clerk
- Outpatient department.

2013 - 2015

Pacific Bureau De Change (LTD), Lusaka, Zambia-Administrative Officer

Job duties:

- Preparing weekly returns.
- Liaison with customers on their forex needs.
- Supervision of cashiers and balancing them off at the end of the day.
- Establishing new customer relationships.
- Liaison with several banks for supply of foreign currency.
- Ensuring office supplies are replenished
- Administer the petty cash system and ensure appropriate record keeping
- Maintain close links and inform the Chief Executive of all issues likely to affect the operation of the bureau.
- Ordering of equipment, materials and office supplies.

**2012 - 2013
time)**

Pacific Bureau De Change (LTD), Lusaka, Zambia- Data Entry Clerk (Part-

Job duties:

- Updating the database of weekly foreign exchange transactions.
- Updating spreadsheets for Tax returns.

Personal Skills

- Web Design
- Installation of software and drivers.
- Installing and uninstalling a local area network (LAN).
- Computer repair.
- Help desk (Software and Hardware support).

Short Trainings

- Navision
- Accountable Governance of Improved Service Delivery (AGIS)
- Public Finance Management (PFM)

Professional Qualifications

2012 – 2013 **National Institute of Public Administration**
Certificate and Diploma in Computer Engineering.

Educational Background

2009 International Rugby Board
National Schools Referees Coaching Course.

2011 Kabulonga Boys High School
General Certificate of Education (G.C.E) O’Levels.

2019 Naboye Secondary School
General Certificate of Education (G.C.E) O’Levels.

Computer Literacy

I have adequate and practical experience on time to time basis in the following programs.

- Microsoft Office
 1. Excess
 2. Word
 3. Access
 4. PowerPoint
- Visual Basic
- Navision
- CSS
- PHP
- HTML
- MySQL

Interests

Rugby, Table Tennis, improving my culinary skills, researching and self-studies (HTML, CSS, PHP, JS, MySQL).

References

Dr. James E Zulu, Eastern Provincial Health Office
Cell: +260 977 34 68 21

Dr. Enock Syabbalo , Kafue District Health Office
Cell: +260 978 97 97 70

Miss. Seliya Mwale, University Teaching Hospital
Cell: +260 977 22 74 33

Mr. Taonga Chisamanga, Bank of Zambia
Cell: +260 977 22 74 33

Mr. Herbert Tembo, INDO Zambia Bank, Pacific Bureau De Change.
Cell: +260 977 85 14 86

