

NAOMI MAKALANI

C/o Miss Florence Mapemba, Kamuzu Academy, Private Bag 1, Kasungu

Phone: +265 998 706 776 / +265 888 418 230

Email: makalaninaomi@gmail.com

PROFESSIONAL PROFILE

Ambitious and self-driven graduate with a **Bachelor of Commerce (Entrepreneurship)** from the University of Malawi (The Polytechnic), equipped with a strong academic background and practical skills in administrative roles, data entry, project monitoring, and financial management. I am eager to contribute fresh ideas and energy to dynamic and growth-focused organizations.

CORE COMPETENCIES

- Organization Communication
 - Microsoft Office Suite (Excel, Word, PowerPoint)
 - Maintaining Confidentiality
 - Accurate Data Entry
 - Financial Management
 - Business Planning and Development
 - Customer Service Relations
 - Electronic Business Management
 - Adaptability & Quick Learning
 - Data Collection and Analysis (STATA, SPSS & Excel)
 - Working in Teams and Independently
-

EDUCATION

Bachelor of Commerce (Entrepreneurship)

University of Malawi, The Polytechnic

Graduated: 30 May 2024

CERTIFICATIONS & TRAINING

- **Certificate in Data Collection, Data Entry, Data Analysis using SPSS, STATA, and Excel - Stations Research Consultancy (2023)**
-

EXPERIENCE

Personal Assistant to the CEO

Premium Plant Hire (sister company of Giga Construction)

Lilongwe - Area 4, Old Wenela

7 November 2024 till date

- Managing and handling the company's data with discretion and confidentiality
- Managing calendars, diaries, scheduling appointments, and organising meetings
- Serve as a primary point of contact between clients, stakeholders, and the CEO
- Handling incoming and outgoing phone calls and correspondence
- Assisting in managing projects by tracking everyday progress, deadlines, and deliverables
- Processing requisition forms for projects
- Maintaining and updating financial and nonfinancial records, databases, and filing systems, including tracking expenses
- Administering payroll processes
- Managing and safeguarding sensitive company data, executive correspondence, financial documents, and strategic business information with the highest level of confidentiality and discretion
- Oversaw the smooth operation of the office by managing schedules, organizing meetings, maintaining office supplies, and ensuring a productive and well-structured work environment
- Provided comprehensive secretarial support, including calendar management, travel arrangements, preparing reports, drafting official correspondence, and handling emails and phone communications
- Maintained and updated financial records, including tracking expenses, processing invoices, reconciling accounts, and ensuring all financial documents were accurately recorded and filed

- Monitored outstanding payments, coordinated with debtors for timely settlements, and ensured effective cash flow management by maintaining detailed financial records
 - Administered payroll processes, ensuring timely and accurate wage payments, maintaining salary records, and ensuring compliance with tax and labor regulations
-

TECHNOLOGY & INTERESTS

- Passionate about non-fiction reading on personal growth, entrepreneurship, and finance.
- Maintains an active lifestyle to enhance focus and discipline

REFERENCES

Mr. Chikumbutso Beza

Chief Surveyor

KC&Co. GIS&Land Survey Consultants

Post Office Box 2342

Blantyre

Phone: +265 993 941 176 / +265 884 573 743

Email: chikubeza@gmail.com

Miss Florence Mapemba

Secretary to the Head Master

Kamuzu Academy

Private Bag 1

Kasungu

Phone: +265 999 211 572

Email: fmapemba@gmail.com

Mr. Edwin Laisi

Founder & Chief Engineer

Rima Technologies

Lilongwe

Phone: +265 995 065 463

Email: laisiedwin@gmail.com