**CURRICULUM VITAE**

Dingiswayo Nyirenda

C/O Mrs. E. Maliro

Bio Clinical Partners

P.O Box 80109

Blantyre

Phone: 099 9 232 469

Email: [nyirendadingiswayo@gmail.com](mailto:nyirendadingiswayo@gmail.com)

**PERSONAL PARTICULARS**

Sex : Male

Date of Birth : 17th October 1992

Marital Status : Single

Nationality : Malawian

**WORK EXPERIENCE**

* Organization : Bio Clinical Partners

Designation : Receptionist

Duties and Responsibilities : Customer service

Query Handling

Sales

Period : 2012 - 2015

* Organization : Ned Bank Malawi Limited

Designation : Direct Sales Agent

Duties and Responsibilities : Sales and Marketing

Customer service

Account opening

Period : 2016

* Organization : Centre for Agricultural Research and Development

Designation : Data Enumerator

Duties and Responsibilities : Collecting Data

Data Entry

Period : 2016

* Organization : National Registration Bureau

Designation : Registration Officer

Duties and Responsibilities : Capturing biometric data

Computer maintenance

Customer service

Keeping and maintaining records

Period : 2017

**PROFESSIONAL QUALIFICATIONS**

Association of Business Executives (Abe)

* Level 4 Diploma in Human Resource Management

Period of Study : June 2012 – December 2012

Institution of Study : University of Malawi, Management Development Center

Skills Acquired : Introduction to Business

Business Communication

Managing People

Personnel Administration

**ACCADEMIC QUALIFICATIONS**

* Malawi Schools Certificate of Education (M.S.C.E)

**OUTSTANDING SKILLS**

Conflict Resolution skills

Presentation skills

Computer literate (Application software, Hardware Maintenance)

Multilingual (English, Chichewa, Tumbuka)

**EXTRA CURRICULA ACTIVITIES**

Listening to music

Travelling

Cooking

**REFREES**

Ms. T. Nyirenda

Opportunity International Bank of Malawi

Private Bag 51900

Limbe

099 9 152 668

Mrs. E. Maliro

Bio Clinical Partners

P.O Box 80109

Blantyre

088 8 836 669

Mr. P. Mumbo

Owens Industries

P.O Box 40133

Blantyre 4

088 4 066 314