

TINOTENDA LINTON MACHILA

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PROFESSIONAL SUMMARY

Data-driven Business Management professional with a Master's in Big Data Analytics and a Bachelor's in Business Management and Entrepreneurship. Skilled in data collection, analysis, and visualization, with practical experience in client administration, and stakeholder engagement. Adept at applying statistical and analytical tools to inform decision-making, improve processes, and support evidence-based policy. Demonstrates strong communication, organizational, and problem-solving abilities, with a passion for contributing to public sector development in Zimbabwe.

EDUCATION

- **Master of Science - Big Data Analytics** 2024
Chinhoyi University of Technology (CUT)
- **Bachelor of Science - Business Management and Entrepreneurship** 2021
Chinhoyi University of Technology (CUT)

PROFESSIONAL EXPERIENCE

Enumerator (Contract)

Zimbabwe National Statistics Agency (ZimSTAT) | (2021 - 2024)

- Engaged with the public during national surveys (2022 Census, Post Enumeration, Economic Census, Agriculture & Livestock Surveys), explaining processes clearly and addressing queries.
- Collected and verified accurate household and business data using CSPro on digital tablets.
- Maintained strict confidentiality in line with the Census and Statistics Act [2007].
- Consistently met daily and weekly targets, demonstrating ability to work efficiently under pressure.

Community and Business Development (Intern)

Ministry of Women Affairs, Community, Small and Medium Enterprises Development (MWACSMED)

Jan 2020 - Nov 2020 (11 months)

- Liaised with SMEs and community members, offering guidance on business proposals and processes.
- Handled inquiries, provided information, and resolved stakeholder issues promptly.
- Prepared and submitted detailed progress reports to management.
- Coordinated meetings, managed correspondence, and maintained organized filing systems.

CORE COMPETENCIES

- Data Analysis & Visualization (Python, SQL, Power BI, Excel)
- Business & Financial Management
- Research & Report Writing
- Monitoring & Evaluation
- Customer Service & Stakeholder Engagement
- Administrative & Clerical Support
- Financial & Business Management
- Communication & Interpersonal Skills

REFERENCES

Mr. T. Chapesa
Provincial Statistician
(ZimSTAT)
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Dr. T. Masamha
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Mr. G. Vute
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