

CURRICULUM VITAE

Personal information				
Name	Mercy Sekani			
Date of birth	06/05/1985			
Nationality	Malawian			
Job title	Project Catalyst			
Email address	mse@growthafrika.com			
Mobile number	+265 999 947 631			
LinkedIn	www.linkedin.com/in/mercy-sekani			
Key qualifications	<ul style="list-style-type: none"> ▪ Training development and facilitation ▪ Business and startup innovation ▪ Business development ▪ Project management and documentation 			
Education	<i>Dates</i>	<i>Degree(s) or certifications(s)</i>		
	2004-2007	Bachelor of Social Sciences, Chancellor College, University of Malawi. Majoring in Sociology and minoring in Economics		
Other training	<ol style="list-style-type: none"> 1. Certificate IV in Ministry (Feb 2010 - Nov 2010) Riverview Leadership College, Burswood - Australia 2. Executive Certificate in agricultural finance (ECAAF) Jan 2017-Jun 2017-Kenya School of money studies. 			
Language skills	<i>Language</i>	<i>Reading</i>	<i>Speaking</i>	<i>Writing</i>
	English	1	1	1
	Chichewa	1	1	1
	Tumbuka	1	1	1
	<i>Skills indicated on a scale of 1 - 5: 1 = Excellent/Native, 2 = Very good, 3 = Good, 4 = Fair, 5 = Basic</i>			
Other skills	Sales and marketing, Microsoft Office; Interview facilitation, Relationship management			
Work Experience				
Dates	Apr 2021 – To date			

Location	Lilongwe, Malawi
Organisation	GrowthAfrica
Position	<ul style="list-style-type: none"> ▪ Project Catalyst
Responsibilities	<ul style="list-style-type: none"> ▪ Involved in recruiting and selecting impactful startups, early-stage businesses, and post-revenue ventures into business incubation and business acceleration programmes to develop and scale their businesses. ▪ Deliver business development and support to early-stage businesses, startups, and post-revenue ventures by analysing their businesses and or ideas for gaps and opportunities from which growth strategies and plans are developed. ▪ Workshop facilitation for early-stage businesses and startups in the business incubation programmes ▪ Workshop facilitation for post-revenue businesses wanting to scale their businesses in the business acceleration programmes ▪ Contribute to the stimulation and growth of broader ecosystem entrepreneurial support through the development of strategic partnerships ▪ Provide catalytic support to early-stage entrepreneurs and startups in business incubation programmes and post-revenue ventures in business acceleration programmes. ▪ Develop a pool of mentors and sages to provide mentorship and expert support to the entrepreneurs in the incubation and acceleration programmes. ▪ Support documentation and collection and data analytics for the incubation and acceleration programmes ▪ Project planning, budgeting, and management ▪ Develop and manage partnerships and external relations concerning the incubation and acceleration programmes.
Dates	May 2019 - Apr 2021
Location	Lilongwe, Malawi
Organisation	Eco Bank Malawi
Position	Branch Manager

Responsibilities	<ul style="list-style-type: none"> Managed business operations by directing and coordinating activities consistent with established goals, objectives, and policies of the Bank. Provided leadership and structure for operating the Branch. Provided business development support to SMEs to create a healthy pipeline of investable SMEs for the bank. Supporting early-stage ventures and SMEs become bankable and investment-ready through the provision of training in business monitoring tools such as cash flow projections, business plans, marketing strategies, record keeping, and proper accounting systems. Conducted periodic training for SMEs and early-stage businesses in financial literacy and business management to build responsible financial behaviour among SMEs and empower them to make smart business decisions Provided business advisory services to SMEs and startups according to market trends and business financial analysis Risk assessment of the SME investment and funding transactions. Assessment of both local and international market opportunities for SMEs Involved in product development for the bank Planning, budgeting, and management of branch operations Development of training plans and training needs assessment for entrepreneurs and early-stage businesses. Processing, analysing, and monitoring of credit and trade facilities for SMEs under initiatives aimed at providing easy access to finance for SMEs
Dates	Apr 2014 - May 2019
Location	Lilongwe, Malawi
Organisation	Eco Bank Malawi
Job title	Senior Accounts Relationship Officer
Description of role	<ul style="list-style-type: none"> Recruitment of SMEs into various programs of the bank aimed at facilitating growth and providing financial and or investment readiness support. Provide Business Development support to SMEs Credit transactions underwriting and analysis for SMEs portfolio Develop target market document with complete information on customer segmentation, target names, products, services, revenues, and profitability SME relationship management Continually seek new opportunities to market services and bring in new customers by thoroughly understanding the SME marketing and economic environment Market research by identifying and monitoring new business opportunities in the SME sector.
Dates	Nov 2012 - Mar 2014
Location	Lilongwe, Malawi
Organisation	Opportunity Bank of Malawi
Job title	Relationship Officer

Description of role	<ul style="list-style-type: none"> ▪ Development and management of the SME portfolio ▪ Partake in market research surveys that may lead to new product development for SME and early-stage businesses. ▪ Proactively identify potential loan, savings, trade finance and insurance clients ▪ Train and educate SMEs in areas of financial and business management ▪ Credit underwriting for the SME portfolio. ▪ Meet and build rapport with local businesspeople regularly to comprehensively understand all aspects of their business operations and the SME sector.
Project experience	
Dates	Apr 2021 - To date
Location	Lilongwe, Malawi
Project name	Digital Malawi Program: Incubate Malawi
Client/funder	Public-Private Partnerships Commission (PPPC) (Funded by the World Bank)
Working for	GrowthAfrica
Job title	Growth Catalyst
Responsibilities	<ul style="list-style-type: none"> ▪ Recruitment and selection of high potential startups to participate in the business incubation programme. ▪ Workshop facilitation for early-stage businesses and startups in the business incubation programme. ▪ Conducting Pitch training to get the startups ready to pitch to possible investors at the end of the incubation programme ▪ Recruitment and selection of mentors for the provision of mentorship and expert support to the entrepreneurs in the business incubation programme ▪ Support documentation and collection of incubation programme data ▪ Incubation project planning, budgeting, and management ▪ Support reporting and documentation for the incubation programme ▪ Support communication and management of grant and mentorship programmes. ▪ Support incubation programme data analytics ▪ Incubation programme's events organisation and management
Dates	Oct 2021 – To date
Location	Lilongwe, Malawi
Project name	Growth Accelerator Malawi – Programme 3
Client/funder	UNDP Malawi
Working for	GrowthAfrica
Job title	Project Catalyst

Responsibilities	<ul style="list-style-type: none"> ▪ Recruitment of ventures and entrepreneurs with high potential of impact into the business acceleration programme ▪ Assessment of applications from ventures to be shortlisted and interviewed for the business acceleration programme ▪ Conducting interviews of the shortlisted entrepreneurs for the business acceleration programme ▪ Conducting veri diligence exercise for the shortlisted ventures by visiting the ventures to verify business existence and availability of required documentation per the business acceleration requirements. ▪ Workshop facilitation for the entrepreneurs wanting to scale up their businesses in the business acceleration programme ▪ Recruitment of mentors and sages to provide mentorship and expert support to the entrepreneurs in the business acceleration programme. ▪ Support business acceleration programme data analytics ▪ Provide catalytic support to the ventures in the business acceleration programme. ▪ Support documentation and collection of business acceleration programme data ▪ Support the management of grant and mentorship programmes.
Dates	Jun 2021 - Aug 2021
Location	Lilongwe, Malawi
Project name	SUN Business Network Pitch Competition
Client/funder	UN World Food Program (WFP) Malawi
Working for	GrowthAfrica
Job title	Growth Catalyst
Responsibilities	<ul style="list-style-type: none"> ▪ Recruitment of impactful entrepreneurs for participation in the competition according to the selection criteria ▪ Facilitated pitch training in preparing the participating entrepreneurs for the final pitch event. ▪ Develop and manage investor relationships that could potentially invest in the pitch competition finalist. ▪ Recruitment and selection of mentors and sages that provided technical assistance to the participating entrepreneurs ▪ Support documentation and collection of pitch competition data ▪ Pitch competition planning, budgeting, and management ▪ Support reporting and documentation for funders, investors, and other stakeholders ▪ Support pitch competition communications ▪ Support competition's data analytics ▪ The Organisation of the pitch event ▪ Recruitment of the pitch event sponsors

Referees	<ol style="list-style-type: none"> 1. Oganive Chingakule GrowthAfrica Foundation Email: olc@growthafrica.com Mobile: +265995695552 2. Harvest Chapomba, Human Resources Manager Ecobank Malawi (Blantyre) Email: hchapomba@ecobank.com Mobile: +265 999 479 468 3. Patrick Mogha, National Coordinator - National Anti-Corruption Strategy Anti-Corruption Bureau (Blantyre) Email: pmogha@acbmw.org Mobile: +265 881 803 260
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