

CURRICULUM VITAE

PERSONAL DETAILS

SURNAME	Kampandira (Mrs. Chirambo)
FIRST NAME	Chifundo
DATE OF BIRTH	13 th February 1980
SEX	Female
MARITAL STATUS	Married
NATIONALITY	Malawian
RELIGION	Christian
CONTACT ADDRESS	Ministry of Information and Digitization, Private Bag 310 LILONGWE 3
CONTACT TEL. NO.	Cell: 0999 891 956 0888 891 956

PROFESSIONAL QUALIFICATIONS

- **Bachelor of Business Administration Degree (2016)**
Obtained from ShareWorld Open University Malawi
- **Certificates in Secretarial Studies (1999 – 2001)**
Obtained from Nasawa Technical College
- **Certificate in Management and Administration (2013)**
Obtained from Eastern and Southern African Management Institute (ESAMI)
- **Computer Knowledge**
Microsoft Word
Microsoft Excel
Publisher
Internet/Email

ACADEMIC QUALIFICATIONS

- ***Malawi School Certificate of Education (1997)***
Obtained from Dennis Private Secondary School

PERSONAL PROFILE

- Ability to work under pressure
- Ability to work without supervision
- Ability to multitask

HOBBIES

- Reading Newspapers
- Watching Documentaries

REFEREES

- The Principal Secretary,
Ministry of Information, Civic Education and Communications
Technology,
Private Bag 310,
LILONGWE 3.
- The Principal
Shareworld Open University
P O Box 1446
LILONGWE
- Mrs. E. Gwaza
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