

## **SUMMARY**

Dedicated and focused Project management specialist with almost 4 years of project management experience . Versed in project development and schedule management and highly effective at resolving technical issues, improving communication and maximising productivity. In addition, an officer with consistent record of completing projects according to schedule while earning high partner satisfaction. Successful at cultivating strong relationships and building quality-minded teams.

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## **SKILLS**

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|-------------------------------------|-------------------------------|
| • Schedule management               | Project management            |
| • Gantt charts                      | Budgeting                     |
| • Project scope defining            | Microsoft Office Suite expert |
| • Project development and lifecycle | Project deadline management   |
| • Processes and procedures          | Knowledge management          |
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## **EXPERIENCE**

**mHub** –Project Officer  
Lilongwe, Central Region.  
January 2019-Current.

My responsibilities as a project officer at mHub have been as follows for the previous three years to now (January 2019 to present):

1. For the Modern Cooking for Healthy Forests Accelerator program in Malawi, I have been designated as a growth catalyst to provide assistance by;

- Providing technical support to entrepreneurs and keeping track of their progress throughout the Accelerator program.
- Providing project manager with information on milestones achieved during the course of the project.
- Writing reports once the project's specified objectives have been completed.
- Managing logistics, such as communicating with the accounting team to make payments to vendors and providing funding for certain project events within the workplan.
- Creating budgets and work plans that are being implemented throughout the Accelerator program.

2. Project Coordinator for the Fact Checker Malawi platform.

- Submitting progress reports to the project manager.
  - Responsible for coordinating the production of the Fact Checker Malawi episodes.
  - Coordinating with accounts office to make payments to suppliers on services rendered during the Fact Checker Malawi production.
  - Responsible for monitoring the milestones and deliverables have been met or completed within the project timeline
3. Program lead: Facilitator for the Hatch Start Incubation project.
- Provide technical support to selected participants by providing them with skills and knowledge to scale up their businesses.
  - Writing reports once specific objectives of the project were met
  - Creating workplans and budgets to be utilised during the implementation of the Hatch Start Incubation program.
  - Liaising with the consortium of the project on the milestones completed within the workplan and on the way forward.
4. Fund analyst for the Uniterro Grow Fund;
- Provided technical support to entrepreneurs and monitored their repayment schedules.
  - Responsible for monitoring, evaluating and tracking ventures loan repayments.
  - Responsible for monthly reports, documentation and providing analysis reports of each venture at monthly steering committee meetings.
5. Facilitator and provided technical support for the Fembiobiz Accelerator season 3.
- Facilitation of boot-camps for the competition.
  - Responsible for budgeting and reconciliation with accounts department.
  - Responsible for reports and documentation and providing results to upper management.
  - Procurement of equipment and supplies required for the Accelerator program
6. External Observer in the Election Situation Room (ESR) 2019 and 2020 Elections.
- Monitoring and reporting incident cases to relevant authorities during the presidential election.
  - Handling logistics during the periodic press conference by the ESR Committee during the election day.
7. Assistant asset manager; monitoring the procured and existing assets at mHub.
- Providing monthly reports on the conditions of assets within mHub and registering acquired assets within the asset management system.
  - Installing new assets for mHub in the Asset Tiger dashboard and monitoring assets being utilised by employees.

Since 2019, I've been honing my project management abilities through numerous (short and long-term) projects, and I've been fortunate enough to be able to lead and implement meaningful projects offered by mHub.

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## **EDUCATION**

**2019**

University of Eastern Africa, Baraton

Malawi Adventist University, Lakeview Campus, Ntcheu.

Bachelor of Business Administration: Management

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## **REFERENCES**

Mr. Vincent Kumwenda

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Dominic Chanyenga (Private Sector Engagement Specialist)

Modern Cooking for Healthy Forests (MCHF)

A project co-funded by USAID and UKaid

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