



# Curriculum Vitae

**FOR  
SHEKINA MILAZI**

**(Bachelor of Commerce Degree in Business  
Administration)**

## CAREER AND ITS OBJECTIVE

To harness the administration of an organization through cross-functional approach, ethical values, professionalism, high effectiveness and efficiency in order to achieve its objectives in line with its core values, mission statement and vision

## PERSONAL INFORMATION

Surname	MILAZI
Other name(s)	SHEKINA
Phone(s)	+265 880765553; +265 993 465 370
E-mail addresses	<a href="mailto:milazishekina72@gmail.com">milazishekina72@gmail.com</a> ; <a href="mailto:Shekinamilazi@yahoo.com">Shekinamilazi@yahoo.com</a>
Physical and postal Address	Milazi Family Area 25, Sector 7 P.O. Box X308 Lilongwe Malawi
Nationality	Malawian
Date of birth	3 <sup>rd</sup> May, 2001
Gender	Female
Occupational Field	Commerce and business Administration

## ACADEMIC QUALIFICATION

<b>Date</b>	28 <sup>th</sup> September, 2021
<b>Title of qualification awarded</b>	<b>Bachelors Commerce Degree in Business Administration (with Credit)</b>
<b>Subjects</b>	<p><b>Year 4 subjects</b></p> <p>Supply chain management  Risk management II  Dissertation  Change management  Operations and production management  International business operations  Consumer behavior  E-commerce II  Advanced management information systems  Strategic management  Project management  Human resource management II  Entrepreneurship II  Research project</p> <p><b>Year 3 subjects</b></p> <p>Supply chain management  Risk management II  Dissertation  Change management  Operations and production management  International business operations  Consumer behavior  E-commerce II  Advanced management information systems  Strategic management  Project management  Human resource management II  Entrepreneurship II  Research project</p> <p><b>Year 2 subjects</b></p> <p>Financial Accounting IV  Cost Accounting II  Intermediate to Macroeconomics  Gender and Kinship  Principles of Marketing  Risk Management I  Management Information Systems II  Financial Accounting III  Cost Accounting I  Management Information System I  Business And Commercial Law  Introduction to Statistics  Intermediate to Microeconomics  Organizational Behaviour</p> <p><b>Year 1 subjects</b></p> <p>Financial Accounting II</p>

Communication And Study Skills II  
 Catholic Social Teachings II  
 Introduction to Macro Economics  
 Business Mathematics II  
 Introduction to Sociology and Social Theories  
 Management Theory and Practice  
 Business Mathematics I  
 Communication And Study Skills I  
 Introduction to Law  
 Critical Thinking  
 Financial Accounting 1  
 Catholic Social Teaching I  
 Introduction to Microeconomics

**Name of institution providing education**

Catholic University of Malawi

## ACADEMIC QUALIFICATION 2

**Date** 2016

**Title of qualification awarded** **Malawi School Certificate of Education (MSCE)**

**Subjects covered and grades**

Agriculture: 4  
 Bible knowledge: 4  
 Biology: 3  
 English: 4  
 Lifeskills: 4  
 Mathematics: 5  
 Physical Science: 6  
 Social and development studies: 4

**Name school providing education**

Michiru View Girls Private Schools (in Blantyre, Malawi)

## ACADEMIC QUALIFICATION 3

**Dates** 2013

**Title of qualification awarded** **Junior Certificate of Education (JCE)**

**Subjects covered**

English,  
 Mathematics,  
 French,  
 Geography,  
 Bible Knowledge,  
 Physical Science,

Biology,  
Agriculture and  
Life skills

## WORK EXPERIENCE

**4 Years and 8 months**

### Dates

**Since 1<sup>st</sup> January, 2018 to current**

### Position

- (1) Sales Manager (1<sup>st</sup> October, 2021 to current)**
- (2) Sales Officer (January 2018 to 2021 working in office during school holidays and online during school days)**

### Company

**Cline Investments (Cline Kwiksava)**

### Responsibilities

- Sourcing goods and services for Cline Investments Kwik Save business
- Financial Management for the business,
- Inventory and warehouse management (Managing inventories of the Cline Investments, monthly stocktake and preparing stock reports)
- Order management (managing orders from customers, ensuring timely delivery of orders)
- Operations Management
- Suppliers Management (identification of suppliers, managing their contracts, managing their relationships)
- Managing people for Cline Investments
- Business portfolio management
- Marketing management (identifying new markets and at the same time managing existing markets)
- Managing risks for the business and controlling them

## PERSONAL SKILLS AND COMPETENCES

### Mother tongue

Chichewa

### Other languages

#### Self-assessment

### English

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
5 Very good	5 Very good	5 Very good	5 Very good	5 Very good

<b>Social skills and competences</b>	Team Work, Team Builder, Self -Motivating Skills and Team-Motivating Skills
<b>Organisational skills and competences</b>	Negotiating, Planning and Analytical skills as well as Time Management skills.
<b>Technical skills and competences</b>	Data Analysis Skills, Planning Skills, Statistical Skills, Training Skills, People Management Skills, Accounting Skills, Accountability, Innovative Skills, Ability to handle multiple tasks
<b>Computer skills and competences</b>	Very Computer Literate in the following programs of using Microsoft Office (1) Microsoft Word, (2) Microsoft Excel, (3) Microsoft Power-point
<b>Artistic skills and competences</b>	Writing skills, Report Writing Skills
<b>Other skills and competences</b>	Honest and trust-worthy, Commitment to work, Self-starter, Ability to work under no supervision
<b>HOBBIES</b>	Reading, baking, listening to music

## REFEREES

**Rev. Fr. Dr P. Mbeta (Dean of Commerce)**

Catholic University of Malawi

P.O. Box 5452

Limbe

Malawi.

Phone: +265 999321818; +265 882968469

Email: [pmbeta@cumina.ac.mw](mailto:pmbeta@cumina.ac.mw)

**Mr. Nkhoma (University Registrar)**

Catholic University of Malawi

P.O. Box 5452

Limbe

Malawi.

Phone: + 265 999321818

Email Address : [Registrar@cunima.ac.mw](mailto:Registrar@cunima.ac.mw)

**Pastor Caleb Kumwenda**

World Alive Ministries International

P.O.Box 2502

Blantyre

Malawi.

Phone: +265 999321818

**Mr. John Chibowa**

Cline Investments

P.O. Box 2107

Lilongwe

Malawi.

Phone:+265 888 878 860

Email addresses: [Chibowajohn@yahoo.com](mailto:Chibowajohn@yahoo.com); [Chibowajohn@gmail.com](mailto:Chibowajohn@gmail.com)