

CURRICULUM VITAE

PERSONAL DETAILS

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|------------------|---|
| 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
Reserve Bank of Malawi
P O Box 565
BLANTYRE
0888 851 412