



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

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Physical and postal Address Milazi Family
Area 25, Sector 7
P.O. Box X308
Lilongwe
Malawi

Nationality Malawian

Date of birth 3rd May, 2001

Gender Female

Occupational Field Commerce and business Administration

ACADEMIC QUALIFICATION

Date	28 th September, 2021
Title of qualification awarded	Bachelors Commerce Degree in Business Administration (with Credit)
Subjects	<p>Year 4 subjects</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>Year 3 subjects</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>Year 2 subjects</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>Year 1 subjects</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 1st January, 2018 to current

Position

- (1) Sales Manager (1st 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 Kwiksave)

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

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

REFEREES

Rev. Fr. Dr P. Mbeta (Dean of Commerce)
Catholic University of Malawi
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