

# CHIFUNDO MARTHA KAVALA

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<b>PERSONAL INFORMATION</b>	<b>Marital status:</b> Married to Mac Donald Kadewa <b>Date of birth:</b> 24 <sup>th</sup> November, 1981
<b>CAREER OBJECTIVE</b>	Bachelors Degree in Business Administration A highly motivated Business Administration degree holder, ambitious and looking forward to playing vital role in decision making and value adding.
<b>SKILLS AND ABILITIES</b>	-Proficient in Microsoft Office - Ms Word, Internet, Powerpoint presentation and Microsoft Outlook; -Self motivated and experienced in working under pressure with minimal supervision; and -Good at giving attention to detail while observing relevant deadlines.
<b>WORK EXPERIENCE</b>	<b>Ministry of Civic Education and National Unity</b> <b>Position</b> : Personal Secretary to the Minister <b>Grade</b> : I <b>Period of Service:</b> July 2020 to date  <b>Ministry of Finance (Central Internal Audit Unit)</b> <b>Position</b> : Personal Secretary to the Director <b>Grade</b> : I <b>Period of Service</b> : March 2015 to June 2020  <b>Ministry of Trade and Industry</b> <b>Position</b> : Personal Secretary to the PS <b>Grade</b> : J <b>Period of Service</b> : February 2014 to February 2015  <b>Accountant General Department</b> <b>Position</b> : Personal Secretary to Deputy Accountant General <b>Grade</b> : J <b>Period of Service</b> : February 2013 to January 2014  <b>Ministry of Tourism and Culture, Department of National Parks and Wildlife</b>  <b>Position</b> : Secretary <b>Grade</b> : K

**Period of Service** : November 2006 to January 2013

**PROFESSIONAL AND EDUCATIONAL QUALIFICATIONS**

**Bachelors Degree in Business Administration-**

- Business Ethics
- International Marketing
- Corporate Strategy
- Managing the Information Resource
- International Business
- Executive skills for managers
- Independent Project

**Diploma in Business Management**

- Introduction to Business Law
- Introduction to Marketing
- Business Finance
- Synopsis

**Certificate in Business Management**

- Introduction to Economics
- ICT for Business
- Introduction to Management
- Business Communication
- Synopsis

**Secretarial Management – Staff Development Institute (SDI)**

**Subjects Covered**

- Economics
- Communication
- Management
- Law
- Information Technology
- Office Organization

**Grade**

- Distinction
- Distinction
- Distinction
- Credit
- Credit
- Credit

**Secretarial Studies – PITMAN (City & Guilds)**

**Subjects Covered**

- Shorthand speed

**Level**

- 120 words per minute

	Typewriting	50 Words per minute
	<b>Certificate:</b>	<b>Malawi School Certificate of Education</b>
	<b>Institution:</b>	<b>ST GALLEN II (Pvt)</b>
	<b>Year:</b>	<b>2005</b>
	<b>Subjects</b>	
		Social and Development Studies
		Bible Knowledge
		English Language
		Agriculture
		Chichewa Language
		Geography
		Chichewa Literature

<b>EXTRA-CURRICULAR ACTIVITIES</b>	Reading, watching Movies and Listening to Music
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<b>REFERENCES</b>	<p>Mr Dickson Chasambira  Director of Central Internal Audit  P/Bag 320  <b>LILONGWE 3</b>  <b>Tel: 0999299950</b></p> <p>Mr Chrispin Mwale  Deputy Director, Ministry of National Unity  P/Bag B400  <b>LILONGWE 3</b>  <b>Tel: 0999293714</b></p> <p>Mr. Robert Matenje  Shareworld University  <b>LILONGWE 3</b>  <b>Tel: 0995949090</b></p>
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