

CHIFUNDO MARTHA KAVALA

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PERSONAL INFORMATION	Marital status: Married to Mac Donald Kadewa Date of birth: 24 th November, 1981
CAREER OBJECTIVE	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.
SKILLS AND ABILITIES	-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.
WORK EXPERIENCE	Ministry of Civic Education and National Unity Position : Personal Secretary to the Minister Grade : I Period of Service: July 2020 to date Ministry of Finance (Central Internal Audit Unit) Position : Personal Secretary to the Director Grade : I Period of Service : March 2015 to June 2020 Ministry of Trade and Industry Position : Personal Secretary to the PS Grade : J Period of Service : February 2014 to February 2015 Accountant General Department Position : Personal Secretary to Deputy Accountant General Grade : J Period of Service : February 2013 to January 2014 Ministry of Tourism and Culture, Department of National Parks and Wildlife Position : Secretary Grade : 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
	Certificate:	Malawi School Certificate of Education
	Institution:	ST GALLEN II (Pvt)
	Year:	2005
	Subjects	
	Social and Development Studies	
	Bible Knowledge	
	English Language	
	Agriculture	
	Chichewa Language	
	Geography	
	Chichewa Literature	

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