

BLESSINGS KAWIZA

Lilongwe, Malawi

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PERSONAL STATEMENT

Looking for a position that could build on my knowledge, skills and provide me an ample scope for growth and contribute to the organization's goal's by effectively using my conceptual skills and knowledge.

PERSONAL PROFILE

Name: Mr. Blessings Kawiza
Date of Birth: 26th May, 1998
Gender: Male
Marital Status: Single
Nationality: Malawian
Languages Known: English and Chichewa

EDUCATION HISTORY

2017 – 2021 **BSc Computer Science, Class of Award: Distinction**
DMI St. John the Baptist University
Mangochi, Malawi

2011 – 2015 **MSCE**
Likangala Secondary School
Zomba, Malawi

SKILLS HIGHLIGHTS

- Technical Training	- IT Maintenance and Repair	- Technical Documentation
- Technical Support	- Web Development	- Graphic Designing
- Web Services	- Database Management	- Software Development
- Microsoft Office Suite	- Email Setup & Configuration	- Google Analytics and Meta business
- Social Media Marketing	- Network Configuration	

PROJECTS AND TRAININGS

Public Sector Reforms Management Unit website update training www.reforms.gov.mw

Facilitating website maintenance and content update training with the Public Sector Reforms Management Unit IT personals on how easily they can keep their website up-to-date with new content.

CasePlus website www.caseplus.mw

CasePlus website is there to help people to learn and explore what CasePlus system is all about. Site visitors can read and go through multiple features that CasePlus offers such as Case Management, Scheduling, Case Parties, Billing and more; request a demo of the system and navigate to the login page of the live system from the website.

Malawi Scotland Partnership website maintenance training www.malawiscotlandpartnership.org/

Leading and facilitating a 2 days training at Malawi Scotland Partnership offices that involved teaching the Malawi Scotland Partnership staff members on how they can maintain and update their organization website through front or back-end.

Malawi Legal Aid Bureau website <https://legalaidbureau.org/>

Malawi Legal Aid Bureau website helps people who are seeking for Legal Aid in Malawi to be easily helped. They can find procedures for getting Legal Aid, know if they qualify for Legal Aid, seek Legal Advice and Assistance in matters of Criminal and Civil Cases and quickly download application forms for applying for Criminal and Civil Legal Aid. The other most important is that, with the website people can easily know where Legal Aid Bureau in Malawi operates, easily get directions and addresses to their regional and district offices. Catch up on what Malawi Legal Aid Bureau has been up to with latest news and events.

Centre for Strategic Studies website <https://css.halspcl.com>

Centre for Strategic Studies website is used to easily help people to find all kinds of research and strategic issues that are being dealt with in Malawi.

Legacy Music Inc website www.legacymusicinc.com

Legacy Music Inc is a music website that aims to push and promote local music in Malawi. Artists are able to upload their music, spoken word poetry or videos and people are able to watch, stream and download with ease.

Malawi Events website www.malawievents.com

Malawi Events is a website that helps people in Malawi to easily find any kind of events happening near them. People can find events either by location, artist or type.

UK & Ireland Solicitors website www.lawyers-and-solicitors.com

UK & Ireland Solicitors website was developed to ease the stress and struggle of finding best lawyers and solicitors within UK and Ireland. With the website, users can find lawyers and solicitors by easily searching for location near them or legal professions.

WORK EXPERIENCE

Dec 2022 – Present ICT Officer and Education Assistant – High Commission of India

As an ICT Officer and Education Assistant at High Commission of India my major roles are as follows:

- Providing principal support to users.
- Providing timely and quality responses to enquiries and issues.
- Managing inventories of toners and ICT equipments.
- Proposing improvements to the Organization's ICT systems.
- Liaison for: general computer support, software installations, license management, networks and printers.
- Liaising with service providers, vendors and suppliers to provide quotations, products and services.
- Receiving invoices and processing payments for procured ICT items.
- Performing preventative maintenance duties on items of ICT hardware, including cleaning of equipment.

Education Assistant Duties

- Checking student submitted documents.
- Facilitating interviews and briefing sessions for scholars.
- Asking for quotations for air tickets from travel agencies.
- Booking air tickets for scholars.
- Processing payments for booked air tickets.

Oct 2021 – Dec 2022 Software Engineer and Systems Support Engineer – Idias Corporation Limited

As a Software Engineer and Systems Support Engineer at Idias Corporation Limited my major roles were as follows:

- Developing software and system applications for clients and the company.
- Testing systems and apps before deploying them to the users and clients.
- Providing technical support, conducting user training, creating and managing user accounts of the following systems:
 - Open Logistics Management Information System (OpenLMIS) for Ministry of Health
 - NGO Management Information System (myNGO) for Non-Governmental Organization Regulatory Authority - NGORA
 - Case Management System (CasePlus) for Malawi Legal Aid Bureau
 - University Management Information System (UniSoft) for Exploits University.
- Providing weekly on-site technical support at Tetra Tech International Inc under USAID Secondary Education Expansion for Development (SEED) Project. Support includes but not limited to: email configuration on MS Outlook, setting up scanners and printers on a network, installing new

operating system security patches, procuring IT equipment's, resolving Internet problems, Fixing Software and Hardware issues.

- Troubleshooting hardware and software issues of mobile devices, computers and applications for office and field work.
- Configuring and setting up custom emails on MS Outlook.
- Setting up ICT systems and installing Operating Systems such as Windows and Linux.
- Data collection and Migration from legacy systems to new systems.
- Creating user documentations for systems and software's developed
- Preparing technical manual training documents.
- Regularly coordinating with clients to understand their IT objectives and needs to better design and implement meaningful technology solutions that meets their requirements.
- Creating wireframes for websites, systems and mobile apps.

Oct 2019 – Dec 2019 Web Developer Intern – Dot Solutions Malawi

As a Web Developer intern at Dot Solutions Malawi, I was designing, developing and managing websites under the school Industrial Practical Training program. The main achievement was designing, developing and hosting a website of lawyers and solicitors of UK & Ireland.

My main tasks were to:

- Managing company's websites and client's websites.
- Designing and improving user interface of websites.
- Managing MYSQL database.

Oct 2018 – Dec 2018 Web Developer Intern – Dot Solutions Malawi

Dot Solutions Malawi (owners of the formally known music website www.malawimusic.com) employed me as their Web Developer intern to design, develop and manage websites under the school Industrial Practical Training program. The main achievement was to designing, developing and hosting a website that covers Malawi events.

My main tasks were to:

- Managing company's websites and client's websites.
- Designing and improving user interface of websites.
- Managing MYSQL database.

PERSONAL STRENGTHS

Good technical skill

I am a four times winner of **"IT-BRANIACS"**, the technical symposium, organized by the DMI St. John the Baptist University and I was awarded certificate of recognition for the following competitions: - Short Film, Quiz, Poster Presentation and Debugging in C language.

Ability to work together with different people

I am able to work with client's and co-workers in order to achieve our goals during project developments or user training.

Extremely open to new ideas and suggestions

I have worked with different people with different views and ideas and I am able to fuse their ideas with mine to come up with something great together.

REFERENCES AVAILABLE ON REQUEST

1. Mr. Harjeet Singh
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