

Bouldwin Balibamo Ndovi
Building no. 94
Zone 91
Street 2028
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OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EXPERIENCE

GLOBAL COLLATERAL CONTROL(GCC) MALAWI- September 2018 - November2021 INSPECTOR

Responsibilities included:

Supervision of stock movement in the warehouse.
Managing stock operations and updating inventory records and Bin cards on daily basis.
Loading and offloading trucks in the warehouse with the assistance of Laborer.
Making sure that there is proper sanitation around the working area.
Making sure that firefighting equipment is properly serviced.
Any other duties assigned to me by management.

SIS-INSPECTIONS - May 2015-August 2018 INSPECTOR - duties same as above

NATIONAL STATISTICAL OFFICE - MALAWI ENUMERATOR

This was a Population and Housing Census and duties include:
Door to door data collection using questionnaires.
Reporting any problems encountered.
Making sure that data is consistent

QUALIFICATIONS

INSTITUTION: Excellency Training Center
COURSE : Document Management Control
BOARD ; OTHM UK and Qatar Chamber Of Commerce
YEAR :2023

INSITUTION: Malawi College of Accountancy
COURSE : Diploma in Management Information Systems
BOARD : Institute For The Management Of Information Systems(IMIS-UK)
YEAR : 2010

INSTITUTION: Vision foundation Private Secondary school
BOARD : Malawi School Certificate of Education(Secondary School Leaving Certificate)
YEAR : 2007

REFERENCE

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