

## CURRICULUM VITAE

### PRECIOUS ASHLEY PHIRI

#### OBJECTIVES & GOALS

- To sustain a strong client and organizational rapport in Communication and equip myself with high-level proficiency in administration work that is involved in project management in public and private sector, NGOs and Government and contributes positively to institutional vision in a client-oriented setting.
- To optimize reliability and efficiency of any organization that values front office as the entry point to any effective communication for its survival in this competitive world and building a competitive edge to any product or service line.
- To support the supervisors and management team with problem-solving skills, effective teamwork, and respect for deadlines while providing administrative support
- Dedicated and focused personnel who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve organisational goals

#### PERSONAL PROFILE

**Date of birth:** 06<sup>th</sup> January, 1984

**Nationality:** Malawian

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**Religious affiliation:** Christian

## EDUCATION BACKGROUND

**2015                      Advanced Diploma in Business Management/Administration (ABE)**

**Level 6** Managing in Organization, Project Management, Strategic marketing, Corporate strategy, Corporate Finance, International Case study.

**Level 5 Higher Diploma** Human Resources Management, Systems Analysis, Business Marketing, Principles of Business Law, Managerial Accounting.

**Level 4 Certificate** Introduction to Business Communication, Introduction to Business, Introduction to accounting, Quantitative methods.

**2005                      Diploma in Travel Tourism & Hospitality (ABE)**

**2002 Malawi School Certificate of Education**

## PROFESSIONAL TRAINING

- Customer Service Management- “THE WOW FACTOR” -Malawi Confederation of Chambers of Commerce & Industry.
- First Choice and Safety (Safety for workers in DHL International)-DHL Malawi
- Basic Accounts Packages: Sage - Advanced Software Enterprises (AES)

## WORK EXPERIENCE

**Current** : **Sunseed Oil Ltd**

**Position : Administrative Assistant/Secretary**

## Roles & Responsibilities

- Managing incoming and other communications
- Ordering and taking stock of office supplies
- Being a point of contact for a range of staff and external stakeholders
- Preparing documents for meetings and business trips
- Providing secretarial services to all senior managers
- Preparing correspondence and communications within the company
- Processing and directing mail and incoming packages or deliveries
- Greeting and directing visitors and new staff to the organisation

- Writing and issuing emails to teams and departments on behalf of Section Heads or senior staff
- Prepares and purchase pre-paid airtime for employees entitled to the benefit and processes payment for Postpaid Airtel, TNM invoices for the company.
- Making travel arrangements for Managers and senior staff
- Providing administrative support to Managers and all staff and operating as well as identifying faults in office machinery
- Schedule and coordinate staff and client meetings
- Develop and maintaining a filing system for Managers
- Application of visas for expatriates and consultants

#### **October 2014 –November 2015: GoM/EU -Rural Infrastructure Development Program**

**Position: Registry Clerk**

##### **Roles & Responsibilities**

- Maintaining the filing system and ensuring proper and up-to-date handling of all the documents for the program
- Keeping track of all files taken by staff
- Storing and retrieval of all documents in accordance with the filing system
- Registering/Recording of contents of files with proper descriptions
- Assisting in ensuring Vehicle log sheets are maintained and submitted for data entry on monthly basis
- Assisting in the procurement of office supplies, equipment and maintenance services according to procurement policies
- Assisting in the proper distribution of supplies to Zone offices using proper documentation and security of such items
- Issuing and managing office stationery
- Assisting in entering data for motor vehicle and motorcycle maintenance, fuel and mileage on a monthly basis
- Circulating mail and ensuring proper follow up of all correspondence in circulation
- Making labels for the files and documents in accordance with the filing system

#### **January 2011 to February 2014: Malawi Confederation of Chambers of Commerce & Industry**

**Position: Front Office Assistant/Stores Officer**

##### **Roles & Responsibilities**

- Promptly assisting internal and external clients and registered Members
- Receiving goods from suppliers and updating the inventory stores sheets
- Obtaining quotations and prepare bids comparison sheets

- Updating daily requisition summaries
- Selling and Certification of Export Documents
- Receipting of Cash and Cheque transactions
- Preparation and submission of monthly sales reports
- Operating the switchboard
- Collection of quotations and bid comparisons
- Issuing and managing office stationery
- Attending to and resolving customer queries and complaints
- Managing the Petty cash
- Reconciliation of daily sales
- Arranging and booking of accommodation for staff travelling
- Raising stock replenishments requisitions
- Drafting, Typing, Binding, Eliminating, Scanning, photocopying and sending faxes
- Making Hall bookings for meetings and other functions
- Maintaining the filing system of all office documents

**August 2006 – September 2007: Crossroads Hotel**

**Position: Receptionist/Switchboard Operator**

#### **COMPETENCES, SKILLS & KNOWLEDGE**

- Good reporting skills
- Ability to work under minimum supervision
- Good interpersonal and Excellent communication skills
- Ability to organize and coordinate
- Detail Oriented

- Quick learner and self starter
- Good analytical skills
- Good and effective customer care skills
- Ability to work under time constraints and deadlines
- Results oriented and capable of meeting strict deadlines.
- Creative and able to work and associate with all classes of people.
- Willing to work odd hours when official duties demand as such.
- Holder of a Valid Driving License
- Ability to communicate in fluent Chichewa and English languages
- Computer Knowledge in Microsoft Office, Email, & Internet
- Ability to operate all Office Machinery

## HOBBIES

- Reading all kinds of Journals
- Writing Inspirational Stories & Book collection
- Watching movies
- Site seeing
- Music
- Clothing Designing

## REFEREES

1. Mr Ferdinand Tsinambuto

Human Resources Manager

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