

CURRICULUM VITAE

PERSONAL DETAILS

Surname : Mndolo
Other Names : Fortune Alex
Date of Birth : 22nd February 1999
Sex : Male
Marital Status : Single
Religion : Christian
District : Kasungu
Nationality : Malawian
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CAREER OBJECTIVE

A proactive, innovative and seeking to progress a career in a reputable organization where I should work in a highly busy environment while constantly adding value to the industry through teamwork. I am also articulate, disciplined, trustworthy and diplomatic communicator, plus good attention to detail, consistently works to the highest standards and always thrives to attain excellence.

PERSONAL ATTRIBUTES

- Excellent computer skills, advanced Microsoft word, basic excel.
- Excellent and fast typing skills
- Highly analytical, team worker, good communication skills
- Team Player
- Ability to focus on attaining organizational common goals, believing being part of the bigger picture while achieving personal growth.
- Interpersonal Communication
- Very good in both written and verbal communication, communicating to wider levels both internally and externally.

ACADEMIC QUALIFICATION

1. CATHOLIC UNIVERSITY OF MALAWI (2023)

- Bachelor's Degree in Business Administration

Main courses covered:

Financial accounting, Business Law, Economics, Human Resources Management, Management Information Systems, International Business Management, Marketing Operations Management and Dissertation.

2. LUP TECH MALAWI (2018)

- Certificate in Information Communication Technology (ICT)

With completed the following short courses

- Computer basics, Microsoft Office Word, Microsoft Office Excel, Microsoft Office Publisher, Internet Usage and Computer Securities

3. ZOMBA URBAN SECONDARY SCHOOL (2015-2018)

- Malawi School Certificate Examination

WORK EXPERIENCE

a. Survey In Circular Economy (2022)

- Data collection from different places in Blantyre
- Approaching and talking to people in order to get the fill a questionnaire • Supervising the fellow participants in data collection

b. Intern Lecturer at Mulanje Development Institute (MDI) (2023)

- I have been lecturing the following subjects; Economics, Business Communication, Project management, Practical mathematics and computing and Entrepreneurship

c. Accountant for Mulanje Development Institute (2023)

- Managing financial transactions
- Preparing reports
- Ensuring compliance with accounting principles and regulations

d. Survey Enumerator at Research Impact Malawi (2024)

- Interviewed participants while ensuring professionalism, confidentiality and ethical standards.
- Verified and recorded survey responses using digital data collection tools.
- Submitted completed questionnaires and field reports within the required timelines.
- Collected and uploaded survey data using Kobo Toolbox while ensuring data quality and accuracy.

e. Business Executive Officer at The Garbage Group (2025 from January to August)

- Identify new business opportunities and expand existing client base
- Prepare reports on business performance, operational issues, and environmental impact.
- Implement process improvements for efficiency and environmental sustainability.

- Address client needs and resolve any issues related to waste collection and disposal services.
- f. **Part Time Lecturer at Mubarak Complex College in Business Management**
- Preparing and delivering lectures in Business Law, Business operation, Procurement strategies and Agribusiness management.
 - Providing academic guidance and mentorship to students.
 - Ensuring a positive, inclusive and disciplined learning environment.
 - Assessing students through assignments, tests, examinations and practical work.

LEADERSHIP EXPERIENCE

- a. **Religious Director for the Students union at Catholic University of Malawi**
- Managing all religious organizations on campus
 - Communicating information from the management concerning religion to the students
 - Leading prayers during the student's general assemblies
 - Managing religious organization trips
- b. **Class representative for Business administration class at Catholic university**
- Communicating information about lecturers to the class.
 - Handling the class register
 - Managing the class timetable and the hours of lectures.
- c. **Business administration coordinator at Mulanje Development Institute**
- Overseeing aspects of teaching and learning on campus.

REFEREES

Mr. E. Nyondo
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