**CURRICULUM VITAE**

**FULL NAME: TIKHALA JAMES SAENDA**

C/o/ M.T Chalira

Chinkhuti C D S S

Box 137

Lumbadzi

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Email: tikhalas@yahoo.co.uk

**PERSONAL INFORMATION**

Date of Birth : 20th October, 1995

Sex : Male

Nationality : Malawian

Marital Status : Single

District of Origin : Nsipe, Ntcheu

Language : English and Chichewa

**PERSONAL PROFILE**

I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I have a great eye for detail. I am eager to learn, I enjoy overcoming challenges, and I have a genuine interest in Development.

**CAREER OBJECTIVE**

Graduated from Mwimba College of Agriculture, Mwimba Campus, seeking a position with an institution where my excellent analytical and technical skills can be utilized to ensure institution’s success and to extend my sincere efforts towards the organization’s interest in adding value to the Development directly.

**QUALIFICATION**

**Professional Qualification**

Diploma in General Agriculture

**Institution**: Mwimba College of Agriculture (2014-2017)

**SKILLS AND COMPETENCIES**

* Trustworthy, Integrity, Hardworking and result oriented
* Self-motivated, self-starter and team player
* Facilitation, researching, reporting and proposal writing skills
* Knowledge of Data Entry and Analysis
* Excellent interpersonal and communication skills – both oral and writing
* Excellent Organizational, time management skills and ability to multitask and prioritize work
* Analytical skills and problem solving
* Able to work under pressure and minimum supervision
* Knowledge and skills of community mobilization and participatory approach
* Adaptable and innovative
* Proficiency in the use of Computer; Word Processing, Excel, Presentation, Publisher and also knowledgeable in Internet/Email and SPSS
* Fluent in English and Chichewa.

**WORK EXPERIENCE**

1. **Position:** Assistant Extension Agent (Attachments) – (August-December 2016)

**Institution**: Agricultural Research and Trust (ARET), Dedza Field Office

**Responsibilities**:

* Engaging in farms visits
* Keep Records of all trainings that are attended by farmers
* Arrange Trainings, field days and demonstration plots
* Ensures farmers practices Good Agricultural Practices (GAP)
* Writing reports
* Doing any other work as assigned by the Extension Agent
1. **Position:** Field Assistant (May-August 2017)

**Organization:** Teams Advancing Women in Agriculture (TAWINA)

**Responsibilities:**

* Provides crop production information
* Providing loans to women farmers in form of soybean seeds
* Ensures payment of loans in time from women farmers
* Attending to all the questions and problems presented by the farmers pertaining to Soybean production
* Compiling project reports and submitting to the Director.
* Developing budget for the project at community level
1. **Position:** Data Entry Agent (April-September)

**Organization:** ISON BPO MALAWI

**Responsibilities:**

* Entering Sim card registration data in computers in “Know Your Customer” project (K Y C)
* Verifying K Y C data

HOBBIES AND INTEREST

* Reading Biographies
* Watching football
* Playing Football

**REFEREES**

1. Mr. George Banda

Extension Agent

Dedza ARET Field Office

Private Bag 9

Lilongwe

Cell: 0999161504

1. Mrs. Tawina Jane Kopa Kamanga

Executive Director

Teams Advancing Women in Agriculture (TAWINA)

P.O Box 83

Lumbadzi

Cell: +61452359360

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1. Mr. Wilson Tsirizani

ISON BPO Malawi Limited

P. O Box 1666

Lilongwe

Cell: 0999274303