



Henry Kayira

Bachelors /Business Administration

I am holder of Level 5 Diploma in Business management, obtained in 2009 with Association of Business Executives-UK. Currently an associate with the same. Currently am doing my Bachelor's Degree in Business Administration with Atlantic International University. Academically; I have Malawi Schools leaving Certificate obtained in 2002 at St Charles Lwaanga Secondary School. With one distinction, 4 credits and one pass. Am computer literate in all Microsoft office packages

ABOUT ME

NAME

Henry Kayira

BIRTHDAY

12/09/1982

FOLLOW ME ON



MY EDUCATION



Computer Studies

Institution: Andiamo technological pole Year: 2004 Areas of study: Fundamentals Microsoft office Software and hardware Scanning Communication skills Faxing Printing



Certificate in Business Management

Examination board: ABE-Uk Institution: Bakhita Technical college Year: 2007 Modules : 4



Diploma in Theology

Institution: Redeemed Christian Bible college Year: march 2012-Dec 2012 Grade: pass



Diploma in Business management (Level 5)



Diploma in Business management (Level 5)

Examination board: ABE-uk Institution: Pact College Year: 2009 Modules: 9



Malawi schools leaving Certificate of Education

Institution: st Charles Lwanga Sec School Year:2002 Subjects passed: 8



Diploma in Christian Leadership and Practical Ministry

Institution: Dunamis Ministerial college Year: September 2017-July 2018 Grade: Higher Credit

WORK EXPERIENCE



Stores manager

Organization: Montfort Media Ltd Period: July 2009-september 2010 Duties: Reporting to the Chief accountant Preparation of monthly and annual inventory report Stock taking Managing 10 sub bookshop stores Organizing stock takes twice a year Preparation of acquisition forms Identifying stationary suppliers



Church Administrator/Pastor

Organization: Jesus Worship church Period: May 2013- present Duties: Finance management Bank reconciliation Pay roll management Preaching/teaching Counselling Overseeing 10 sub branches Charing meetings Preparation of meeting agendas



Computer Operator

Company: café Lamac Year: 2005 Period: 5 months Duties: Type settings Emailing Faxing Book keeping Salesman Scanning Photocopying



Lecturer/Tutor

Organization: Bakhita Technical College Period: June 2011-march 2012 Jan 2013-May 2013 Duties: Tutoring in the faculty of Business management (certificate - Diploma level 5) Preparation of Mid semester exams Orientation of new students



Administrator

Organization: Jesus Worship church Period: 2005-2007 Duties: Book keeping Monthly report compilation Budgeting Secretarial Duties Procurement Bank Reconciliation Pay roll management

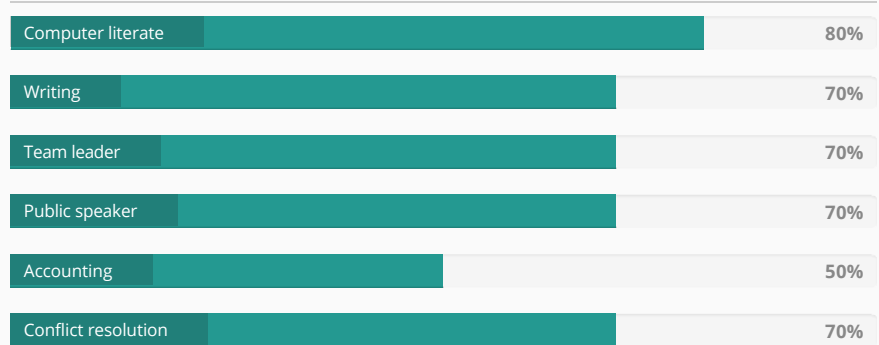


Tutor

Organization: patience computer school Period: June 2007-Dec 2007 Duties: Teaching Microsoft office packages Teaching Computer fundamentals Registration of students Records keeping Examination preparation

SKILLS

PROFESSIONAL SKILLS



MY INTERESTS & HOBBIES

READING:

Books Newspaper Magazine

LEARNING

LEARNING

Travelling Making new friends Surfing Blogging Playing chess Going to gym Writing Coaching

SOME OF MY WORK & CERTIFICATIONS

SOME WORKS



THESIS & PUBLICATIONS

\$\$litThesis\$\$

CONTACT

SEND ME A MESSAGE



Thank You!

"The definition of insanity is doing the same thing over and over again, but expecting different results." You want to be different, [click here.](#)"