



# NYASHA NYONI

## BUSINESS ADMINISTRATOR

### CONTACT

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### ABOUT ME

I am a Business Administration graduate with experience in customer service, sales, and project coordination. I have strong organizational skills, excellent communication, and the ability to work both independently and in teams.

### PROFESSIONAL SKILLS

01. Good Communication Skills
02. Strong Customer Service Abilities
03. Effective Time Management
04. Excellent Teamwork Skills
05. Good Problem-Solving Skills
06. Self-Motivated

### EDUCATION

- 2019 – 2023:** **Bachelor of Arts** in Business Administration, Oak University
- 2023** **Information and Communication Technology Certificate** at UNZA
- 2015 – 2017:** **Grade 12 Certificate**, Matete Secondary School
- 2012 – 2014:** **Grade 7 and 9 Certificates**, St. Patrick's School

### TECHNICAL SKILLS

01. Microsoft Office Suite (Excel, Word, PowerPoint)
02. Communication and Collaboration Tools (Slack, Zoom, Microsoft Teams, and Google Meet)

### LANGUAGES

01. English
02. Nyanja
03. Bemba

## WORK EXPERIENCE

20<sup>th</sup> January 2020 **For Our Sisters (F.O.S) Organization**

- **Present:** Position: Business Partner

Description: Helped raise funds and organized charity events.

January 2021 - **L'Amour**

December 2023: Position: Sales and Marketing Representative

Description: Marketed and sold products, managed customer relations.

March 2023 - **Winnie's Kitchen**

January 2024: Position: Customer Assistant

Description: Greet customers, present menus, and ensure excellent service.

31<sup>st</sup> March 2024 - **AB Tech Zone LTD**

31<sup>st</sup> July 2024: Position: Office Assistant

Description: Managed online registrations and performed data entry.

11<sup>th</sup> June 2024 – **Ingenuity Interiors**

**Present:**

Position: Assistant/Salesperson

Description: Assist in sales, customer service, and maintaining store operations

## REFERENCES

NO.	Name	Title/Organization	Email	Phone Number
01.	Ms. Winnie	Winnies Kitchen ZM	mwamba1984@yahoo.com	0977-610816
02.	Mildred Sukashi	Founder, For Our Sisters Organization (F.O.S)	sukashimildred9@gmail.com	0978-324258
03.	Fr. Christopher Kanja	Chaplain, For Our Sisters Organization (F.O.S)	chriskanja@gmail.com	0979-677885
04.	Mr. Leon G M Nkonde	Executive Director, Leomule Academy	glmn2007@yahoo.com	0966-262521
05.	Mr Chama Alfonso	AB Tech Zone (Yango Partner)	alfonsochama@gmail.com	0968-851850