CURRICULUMVITAE

**Gilbert Kalandala**

C442 Mine Township Chitimukulu Road, Chililabombwe and Kalingalina Near the Ground B2/8

Mobile: +260972157293 and 0962901393

Email: kanyembo93@gmail.com and gilbertkalandala@yahoo.com

**PERSONAL PROFILE**

I am a reliable, analytical, goal-oriented, self-motivated individual with good psychosocial life skills and facilitation skills. I am also creative (resourceful), not afraid of new challenges and able to work as a member of a team.

Date of birth : 10th June, 1993

Sex : Male

Marital status : Single

Nationality : Zambian

NRC : 194922/63/1

Languages : English, Bemba and Nyanja

Religion : Christian

**OBJECTIVE**

“To occupy a challenging position that will allow me to fully utilize my expertise.”

**EDUCATIONALBACKGROUND**

2012 : **GCE O’ level** Certificate, Muleya High School

2014 – 2016 : Diploma in Agriculture Science at NRDC

2017 : Driving License (B) at Jaypat Driving School

2018 : Driving License (A) Motor Bike License

2018 : Certification in Pastel Accounting

**WORK EXPERIENCE**

 **Worked as a Data Clerk with The Key Academy from 2011 – 2012.**

 **Below are some of the job specifications:**

* Filling and submitting statutory obligations (ZRA, NAPSA, PACRA)
* Managing Cash and Payables,
* Receivables Control
* Fixed asset Ledger Management
* Point of Sale –Back Office Management.
* Petty Cash administration,
* Updating of the Cashbook
* Undertake bank reconciliation
* Attending to all bank ·
* Filling of documents
* Preparation of payment vouchers and issuing of Cheques

**Worked as Customer Relationships Officer in Vision Fund/World Vision Zambia from 2018 - 2020 February**

**Below are some of the job specifications:**

* Marketing of the company products in market areas
* Evaluation of loan applications and documentation by confirming credit worthiness.
* Improving loan applications and documentation by informing applicants of additional requirements.
* Rejecting loans by explaining deficiencies to applicants.
* Approving loans by issuing checks or forwarding applications to loan committee.
* Completes loan contracts by explaining provisions to applicant; obtaining signatures and notarizations.
* Helping customers by answering questions; responding to requests.
* Maintaining customer confidence by keeping loan information confidential.
* Updating job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
* Accomplishing the company mission by completing related results as needed.
* Resolving customer complaints, guiding them and providing relevant information
* To ensure that the vehicle is checked for road worthiness regularly and is properly licensed on time and all the time

**Worked as an Assistant Farm Manager at Galaunia Farms & Jacana Gardens from 2013 -2014**

 **Below are some of the job specifications:-**

* Preparing and managing plans for crop improvement and enhanced production
* Designing and coordinating land development projects for agricultural land and forests
* Planning and managing production at agricultural businesses, fruit and vegetable farms, livestock holdings and agri-food companies
* Plant treatment and green space management (agricultural, forests and urban environments)
* Laboratory testing of plant and agri-food products
* Agricultural, agri-food, livestock, forestry and environmental quality certification
* Safeguarding environmental sustainability, safety and quality
* Carrying out land-use planning in accordance with applicable legislation
* Landscape design
* Providing management and technical consultancy services to companies and other organizations
* Sale of professional agricultural products and technology

**Rose Farm from December 2014 – June 2015**

**Below are some of the job specifications:-**

* Quality Assurance Officer
* Quality Controller
* Phytosanitary Inspector
* Seed Health Testing
* Plant Breeder

**Other Duties are: -**

1. Organize and conduct workshops to inform the private sector on best practices in SPS as guided by international standards and best practices.
2. Provide African Growth and Opportunity Act (AGOA) program manuals/exporter toolkits to exporters and extension officers.
3. Establish accredited laboratory services.
4. Conduct training-of-trainers.
5. Review existing SPS Committee mandates and conduct a gap analysis.
6. Design and development of an SPS Committee strategic plan.
7. Assistance to implement the SPS strategic plan.
8. Undertake needs assessment of industry SPS testing capabilities in Zambia.
9. Establishment of an innovation investment partnership fund that will facilitate the creation of accredited laboratory services in Zambia.
10. Support the review and validation of Zambian SPS legal texts.
11. Design and development of a Zambian pest database.

**PROFESIONAL ABILITIES**

Honest, hardworking, punctual, able to work under minimum supervision, pleasant personality, tolerant of diverse views, opinions and cultures. I am also goal-oriented and a team player who ensures that I complete all assignments effectively and efficiently.I possess good communication skills and networking skills. I also ensure thatIam update my theoretical knowledge and I am up to date with current trends in the Horticulture, not only farming but as a business entity. I have strong Christian Values and be in possession of any technical or professional accounting qualification.

**SKILLS**

*General skills*

* Good interpersonal skills
* Strong ability to organize and enhance teams and team spirit
* Strong communication skills
* Good report writing skills
* Project planning skills
* Fluency in English
* Analytical and solving problem
* Commented to work
* Presentation skills

*Computer skills*

* Microsoft word (good)
* Microsoft Excel (good)
* Microsoft Publisher(good)
* Microsoft Power Point(good)
* Internet Explorer
* Pastel Accounting

**INTERESTS**

* Reading the Bible
* Travelling
* Listening to Music
* Read Agricultural Books

**REFEREES**

Mr. Obrien Kalaluka Mr. MutambalikaPhiri

Director O.B Stationary Center Director Esquire Rose Farm

Cell: +260966819733 Cell: +26097786273

Chililabombwe Fringila, Chisamba

Mr. Collins Mr. Muzukutwa. A

Farm Manager Galaunia Farms Chililabombwe FRA Depot

Cell: +26096448832 Cell: +26094029148

Ngwerere, Lusaka CopperbeltChililabombwe

Mr. Kamukwamba .C Mr. Wisdom Choonga

The Key Academy Family Legacy Organization

Cell: 0966925429 Cell: +260976069172

Chililabombwe Chongwe

Mr. Malasa Kennedy Branch Manager

VISION FUND Kitwe Zambia

Cell: 0967963798

Kitwe Copperbelt Province

**GILBERT KALANDALA**

HOUSE No C442 Mine Township Chililabombwe and plot 21574 Phakalane Gaborane

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April 9, 2021.

# Re: Application for Employment as a Entrepreneur Trainer

Dear Sir/Madam,

I am writing to express my interest in the job as a Entrepreneur Trainer in your organisatio in Zambia . I believe I can bring a solid foundation of experience,leadership and professional integrity to this role and I am also competent in the following duties such as to prepare and facilitate trainings, workshops and sessions according to ILO SIYB methodology including cross-cutting issues such as HIV/AIDS, SGBV, environmental protection etc.

I am confident that I am and I have the right mix of work experience to fill the position applied for. With work experience in positions such as portfolio manager, Training skills to be able to lead training and run workshops and facilitating, working with vision fund Zambia in partnership with World Vision Zambia I have improved on self-managing myself, time management, stakeholder management, work plan management as my job requires me to travel between Luanshya, Kitwe and Mufulira. I also have soft skills like communication skills, computer skill (Pastel, Microsoft office and Quick books), problem solving skills, Presentation skills, Time management skills, Effective communicator, business skills to able to deliver training in order to grow market share and increase sales, Pedagogic skills to understand adult training and negotiation skills which would be an added advantage in carrying out my daily tasks in the organization. As an employee I always strive to maintain a positive relationship with my team and co-workers and to do my best work under tight deadlines and pressure.

I would welcome the opportunity to meet with you to learn more about this opportunity and discuss how my skills and experience can contribute positively to your team. Thank you for your time and consideration. I look forward to hearing from you soon.

Faithfully Yours,

Yours Faithfully

**GILBERT KALANDALA**



