

CURRICULUM VITAE

PERSONAL DETAILS

Name : Emmanuel
Other : Bester
Last Name : Chakuchanya
Age : 37
Residential Area : Mzimba/Ekwendeni
T/A : Mtwalo
Home Address : Rumphi District
T/A : Katumbi
PHONE : +2659910332416/+265888289692/0999373628
EMAIL : chakuchanyaemmanuel@gmail.com
Nationality : Malawi

PROFESSIONAL SUMMARY

Detail-oriented professional with a background in procurement, supply chain management, and monitoring & evaluation. Skilled in coordinating operations, managing resources, and ensuring compliance with organizational standards. Committed to delivering results through practical theology-informed ethics and accountability.

EDUCATION & QUALIFICATIONS

- Advanced diploma in practical theology:
 - Institution: More than Conquerors School of Theology.
 - Year: 2023.
- Diploma in Procurement and Supply Chain Management
 - Institution: Open Christian University(California, USA)
 - Year: 2025.
- Certificate in Project Management and Monitoring & Evaluation
 - Institution: Excellent assurance Institution
 - Year: 2019.
- Malawi School Certificate of Education (MSCE)
 - Institution: Emvuyeni Community Day secondary School
 - Year: 2014.

CORE SKILLS

- Procurement & Vendor Management
- Supply Chain & Logistics Coordination
- Project Planning, Monitoring & Evaluation
- Data Collection & Reporting
- Budgeting & Cost Control
- Stakeholder Engagement
- Microsoft Office, Excel
- Ethical Leadership & Teamwork

WORK EXPERIENCE

Data Clerk

- Organization: Ekwendeni Mission Hospital
- Year: 2020 to 2023.
 - Entered, updated, and Maintained accurate data in the organizational databases
 - Verified and cross-checked records to ensure data integrity and reduce errors
 - Generated regular reports to support decision-Making and M&E processes
 - Handled Confidential information in line with data protection standards
 - Supporting procurement and admin team with documentation and filling

Assistant Procurement Officer/Stores Manager

- Organization: Ekwendeni Mission Hospital
- Year: Since 2023
 - Managed procurement processes including sourcing, quotation, and contact negotiation.
 - Monitoring project activities and prepared M&E reports for Management
 - Coordinated Supply Chain operations to ensure timely delivery of goods/Service
 - Maintained accurate records in line with Compliance Standards
 - Managed store operations, stock control, and inventory reconciliation
 - Ensuring proper receiving, issuing, and storage of goods to prevent loss or damage
 - Monitored stock levels and coordinated reordering with procurement
 - Maintained accurate store records and prepared monthly stock reports
 - Enforced safety and compliance standards in the store

LANGUAGES

- English – Fluent
- Chichewa – Fluent
- Tumbuka – Fluent
- Tonga – Fair

REFERENCES

Mr Darwin Ng'ambi

Senior Hospital Administrator

Ekwendeni Mission Hospital

P.o.Box 19,

Ekwendeni

Phone: +265991276377/+265881127169

Email: dallenngambi@gmail.com

Mr Alfred Mapopa Luhanga

Accountant

Ekwendeni College of Health Sciences

P.o.Box 49,

Ekwendeni

Phone: +265997961870/+265888142738

Email: mapopaalfredluhanga@yahoo.com.

Mrs Anastasia Nyirenda

Administrator

Kawandama Hills Plantation

P.o.Box 1317

Mzuzu

Phone: +26588451102/+265995600629

Email: nyerendaanastasia@gmail.com