

ABIGAIL ZINGANI

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Education

- I. **BACHELOR OF SCIENCE IN BUSINESS INFORMATION TECHNOLOGY | 2019 – 2024**
MALAWI UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST)
- II. **INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY EDUCATION (IGCSE) | 2015 – 2018**
KALIBU ACADEMY

Experience

SPECIAL ASSISTANT TO THE CO-FOUNDER/CHIEF TECHNOLOGY OFFICER | PAYCHANGU | MAY 2025 - PRESENT

- Support strategic and regulatory functions by preparing confidential reports, documentation, and meeting materials for key stakeholders including RBM, MACRA, Visa, and Mastercard.
- Track progress of technology projects, maintain digital filing systems, and provide weekly updates to ensure smooth execution and informed decision-making.
- Manage the CTO's schedule, communications, and travel logistics, ensuring seamless coordination and timely responsiveness.

BUSINESS DEVELOPMENT ASSOCIATE | KWATHU KOLLECTIVE | MAY 2024 – APRIL 2025

- Conducting market research to identify trends, customer preferences, and competitor activities, and using this data to identify new business opportunities and areas for growth.
- Establishing and nurturing relationships with clients and partners, ensuring their needs are met and fostering long-term satisfaction and loyalty.

DIGITAL COMMUNICATIONS LEAD | NTHA FOUNDATION | JUNE 2024 – APRIL 2025

- Leading digital communication strategies, including content creation and blog writing for Ntha Foundation initiatives.
- Designed visually engaging graphics to enhance communication and increase engagement across digital platforms.

M'MAWA MANAGEMENT TRAINEE | NTHA FOUNDATION | JANUARY 2024 – APRIL 2024

- Rebranded and enhanced the existing website (originally www.digisavvy.org) into the new "Digital Skills for Africa" platform.
- Facilitated workshops and training sessions to enhance digital skills, including an online safety workshop for Girl Up in 2024.

PROJECT COORDINATOR (VOLUNTEER) | VALIDUS CIRCLE | JULY 2024 – PRESENT

- Assisting in the development of project plans, defining goals, objectives, and timelines.
- Collaborating with team members to brainstorm and propose new project ideas and initiatives.

Additional Experience

EVENT HOST | BANTS2BUSINESS EVENTS | 2024

- Successfully hosted the Regional Pitching Competitions Finals and moderated the Bants2Business Creatives Edition, engaging with participants and audiences to ensure smooth event flow and high levels of interaction.
- Successfully hosted the Career Readiness Workshop, fostering engagement and collaboration among participants.
- Facilitated a digital skills training session for Women Creatives in Malawi workshop in partnership with the Malawi Government's Department of Arts in Partnership with UNESCO

EVENT COORDINATOR | CIDCON 2024 | 2024

- Oversaw program coordination and logistics for the World Creativity and Innovation Day 2024 celebrations in partnership with the EU Residence in Malawi.

Projects

Project Leader| Digital Skills for Africa| Kwathu Kollective | Ongoing

- Leading efforts to promote digital literacy across communities through workshops and online platforms.

Monitoring and Evaluation Specialist | Muzi Ecosystem Project| GIZ | January 2024 - August 2024

- Oversaw the monitoring and evaluation of the Muzi Ecosystem Initiative, supported by the Ntha Foundation and GOPA-AFC under GIZ's MIERA II programme, empowering women-led and youth-led SMEs in Malawi's tourism sector.
- Ensuring the successful implementation and progress tracking of the project

Club Coordinator/Trainer | Digital Literacy Club| Bambino Schools| September 2024 - March 2025

- Coordinated the launch of the Digital Literacy Club and carried out training sessions that equipped students at Bambino International with essential digital literacy skills.

Skills

Technical Skills:

- Data Analysis and Visualization: Power BI, KoboToolbox
- Web Development: WordPress, SEO
- Project Execution: Microsoft Office Suite
- Graphic designing (Canva,Adobe Package)

Soft Skills:

- Excellent Communication and Fluent in English
- Independent and Collaborative Work
- Organizational and Time Management
- Innovative and Creative Thinking

Referees

- **Henry Chinoko**, Legal & Compliance Officer, PayChangu

Email: hchinoko@paychangu.com | Cell: +265 991 55 78 35

- **Nthanda Manduwi**, Founder, Ntha Foundation

Email: nthanda@nthanda.org | Cell: +265 991 85 07 30.

- **Rhoda Kamwaza**, Managing Director, Kwathu Kollective

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