

# CURRICULUM VITAE

## **Personal Data**

Surname	Chirindja
Name	Octavio
Affiliation	Catula Chirindja and Inés Machava
Birthplace	Maputo
Date of Birth	August 7, 1982
Marital Status	Single
B:IN°	110100721936S, transmitted in Maputo
Mozambican	Nationality
Address	Av. Eduardo Mandlane 1653 3rd floor flat 6 Dt
Email	chirindza.octavio@gmail.com

## **Academic Training**

12 Class-2005

## **Complementary Courses**

- MS Office, HTML
- Interpersonal Relationships, Business Etiquette
- Service Marketing, Social Media Marketing
- Entrepreneurship
- Financial Analysis and Planning,
- Administrative Assistant
- Human Rights and Conflict Mediation
- Conflict Management and Resolution
- Gender and Health. Sexual Reproductive
- Credit Union Management
- Customer Relationship Management
- Human Resource Management,
- Occupational Health and Safety, First Aid
- Stock Management, Financial Management, Total Quality Management
- Project Management
- Customer service
- Integrated Logistics,
- Accounting Assistant
- Fundamental Principles of Monitoring and Evaluation,
- Notions of Biology, Epidemiology and Prevention of HIV/AIDS
- Light Driving License

## **Professional Experience**

2005-Activist at World Teach (Gives lectures on HIV)

2013-Typist at Stae (I uploaded voter data)

2015-Nursing Assistant at the Heart Institute (Assisted in the Ward)

2017-2021-Courier at Guta Service E,I (Made payments, deliveries and purchases and more)

2022-Consultant at Quidgest Software Plant,Lda (Consulting and Archival Management)

## **Languages**

Portuguese-Fluently Spoken and Written.

Changana-Fluently Spoken and Basic Written

## **Availability**

Immediate and easy to learn any type of work.

Ability to work in groups.

## **Contact**

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