

MATTIA LAVAI

10 Daniel Moiwo Street Dauda Town Section – Kenema Sierra Leone.

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Professional Summary

I am becoming junior developer by profession with competence and knowledge in Management and Data Handling. I am very passionate about change and development with high level integrity, a self-discipline in all my endeavors in order to achieve a given goal and always at my best to avoid defeat. I am hard-working, proactive, and innovative, with the ability to work and live in a multicultural environment. And I am firm to my values and believe in doing what is right to be where is right.

Skill

- ✓ Knowledge in handling data using Excel, PowerPoint, Word etc.
- ✓ Good communication skills, written, oral, and report writing skills, Computer skills, numerical skills, presentation skills,
- ✓ Experience in conflict resolution in local communities and in professional environment
- ✓ Able to follow strict guidelines and protocols
- ✓ Good team player
- ✓ Ready always to learn new skills and ideas
- ✓ Can effectively work under pressure
- ✓ Accommodative and friendly
- ✓ Love reading and research

Experiences

STATISTIC SIERRA LEONE

Kenema - Sierra Leone

Enumerator Office One (1)

2021.

- Data collection for statistical information and use.
- Manage GPS, GIS, and Enumerator pad as data collection tools.
- Provide field data feedback to Supervisor for daily reporting and make sure that a sinking is been done correctly and regularly.
- Assist short term consultants as required on field activities.

JALLOH SOAP MAKING FACTORY

Kenema - Sierra Leone

Supervisor

2020 - 2021

- Provided day-to-day administration, supervision and co-ordination of activities;
- Supported programme planning, implementation and monitoring to accelerate delivery and achievement of results;
- Liaised with internal counterparts to support effective collaboration, implementation and monitoring of ongoing project activities.
- Prepared regular progress and financial reports;

SIERRA LEONE LIBRARY BOARD – KENEMA.

Kenema - Sierra Leone

Library Volunteer

2022 - Date

- Sorting books and other donations into categories (genre).
- Neatly storing books that cannot fit on library shelves into the library stack room.
- Placing sorted material into library Shelve in alphabetical order.
- Offering assistance to readers and visitors as needed.
- Help to maintain cleanliness of the library and shelves.
- Communicate to other volunteers as needed.
- Uphold the volunteer expectation.

Education

✓ **Orange Digital Centre Sierra Leone**

Office Assistant on MS Word, MS Excel, MS PowerPoint, Application and Google Cloud Services.

2022.

✓ **Lower Bambara Secondary School – Panguma.**

West Africa Senior School Secondary

Certificate Examination (WASSCE).

2019 - 2021

✓ **Agricultural and Vocational Secondary School – Gerihun.**

Basic Education Certificate Education (BECE).

2012- 2015

Languages

English, Krio and Mende

Referees

Mr. Hassan Sesay
Field Supervisor for Statistic Sierra Leone
Contact: +232 79 690 404
Email: Hassansesay22@gmail.com

2. Mr. Jalloh
CEO for Jalloh Soap Making factory
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3. Mr. Lamin L. Mansaray
Senior Regional Librarian – East, Kenema.
Contact: +232 76 412800 / +232 31 322647
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