

MY SPECIAL GRAPHICAL CURRICULUM VITAE

MARCH 2024



CURRICULUM VITAE

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Online Resume



www.edmo.re

THIS CV
WAS **DESIGNED** BY
ED CHITAMBO

READY
TO **COLOR** THE
WORLD!

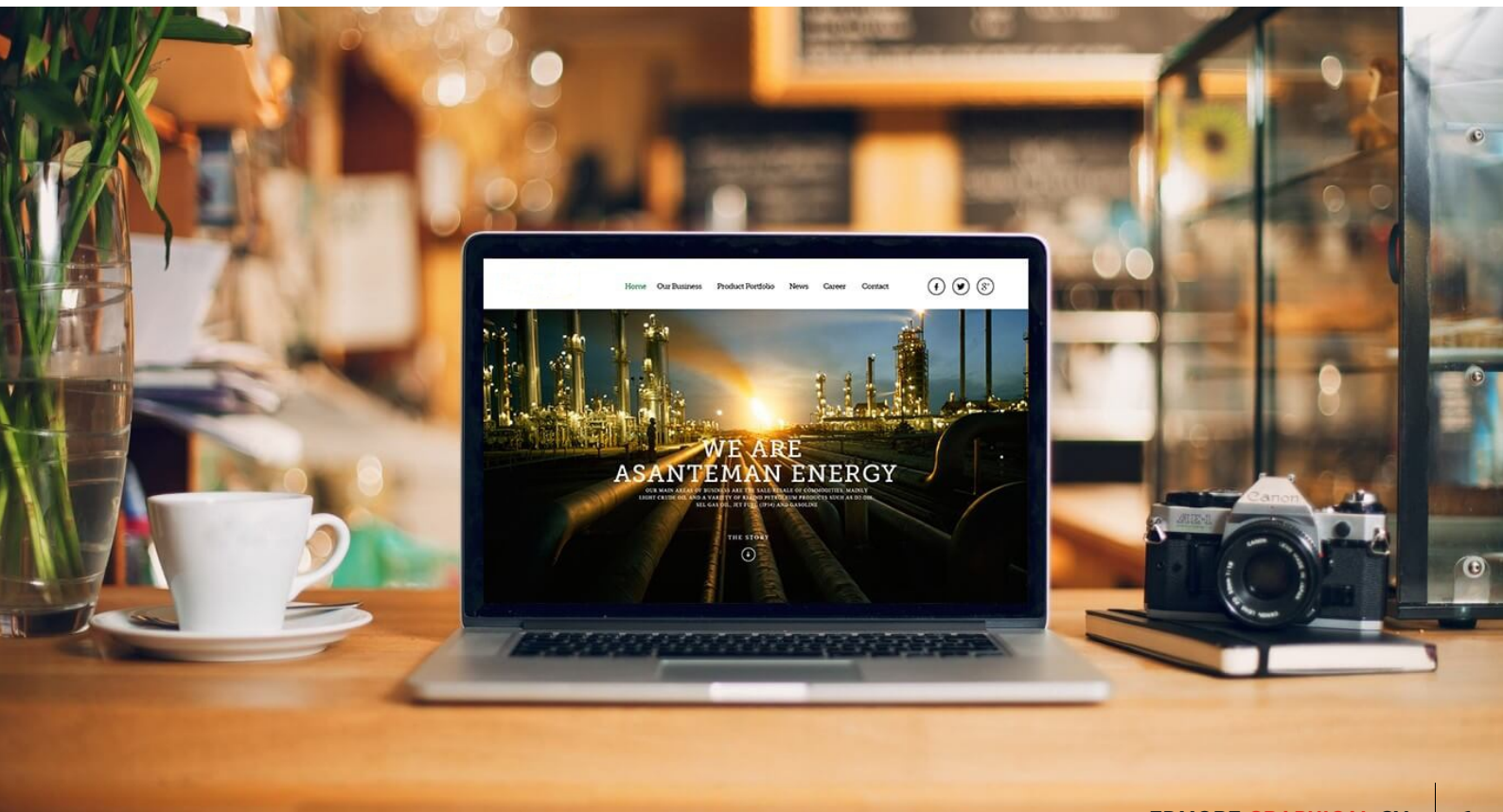
**EDMORE
CHITAMBO**

**WEBMASTER
& IT SPECIALIST**

**“Give me a pen, I am good, give me a mouse
and a keyboard, I am great”**

- 2 **Profile** get to know me
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**FULL NAME**

EDMORE TATENDA CHITAMBO

LOCATION

DUBAI, UNITED ARAB EMIRATES

DRIVER'S LICENSE

ISSUED IN DUBAI

NATIONALITY

ZIMBABWEAN

Self-driven, highly dedicated, and creative IT Specialist with over 8 years of experience in the IT field.

My expertise encompasses various areas of the digital sector, including Web Design, Web Administration, E-Commerce Management, Graphic Design, Content-Based Mobile App Development, Video Editing, Digital Marketing, Social Media Management, and general Tech Support. Throughout my career, I have successfully led and contributed to numerous tech projects, constantly learning and improving my skills along the way.

**“I have always
been driven by the desire
to succeed...”**

I possess effective time-management, problem-solving, communication, analytical, multitasking, leadership, organizational, and documentation skills. Moreover, I thrive in a team-oriented environment and have a significant ability to collaborate effectively with others.

Driven by a strong desire to succeed, I have consistently sought opportunities for growth and have achieved notable accomplishments throughout my professional journey. I am now seeking a position where I can leverage my skills and abilities to contribute efficiently to the overall growth of an organization and further develop my career.








Bsc. Honours Degree in Computer Science

Walter Sisulu University, South Africa (2014)

- Programming
- Data Communication & Networking
- Applied Mathematics
- Information Systems
- Artificial Intelligence
- Software Engineering
- Database Management
- Web Engineering

Certifications & Trainings

-  **Google Digital Marketing & E-commerce Professional Certificate** | (2024)
-  **The Complete Digital Marketing Course - 12 Courses in 1** | Udemy (2024)
-  **Certified Domain Investor** | GoDaddy Domain Academy (2023)
-  **The Ultimate SEO Training** | Udemy (2022)
-  **E-Learning Assistant & Peer Assisted Learning Training** (2012)

Creative Skill Set

1. WordPress



I have extensive experience in working with the WordPress content management system. I possess the skills to design and host WordPress websites, as well as the ability to set up and customize themes and plugins.

2. WooCommerce



I have a wealth of experience in setting up and managing WooCommerce online shops. I am well-versed in all areas of WooCommerce management, including product configuration, order management, payment gateway integration, etc.

3. CorelDraw



I have extensive experience in graphic design, particularly using CorelDraw and I have a deep understanding of its tools and features. My expertise allows me to create professional vector designs suitable for both print and web applications.

4. Adobe Illustrator



Proficient in Adobe Illustrator, I design vector graphics for print and web. Skilled in both creating original designs and utilizing existing vector templates, ensuring high-quality results for diverse projects.

5. Adobe Photoshop



Experienced in Photoshop, I specialize in photo retouching and creating modeling mockups using existing templates. Proficient in leveraging Photoshop's tools to enhance images and produce realistic mockup designs.

6. Adobe After Effects



I have a basic knowledge of After Effects, allowing me to edit and customize video templates by modifying videos, images, text, audio, and more to create dynamic and engaging visual content.

7. Canva



I have extensive experience using the Canva platform to create graphic and video designs. I utilize stock images and templates to produce visually appealing and professional designs with ease.

8. ChatGPT & AI



Being an early adopter of ChatGPT and AI in general, I possess expertise in leveraging AI technology across diverse applications. I excel in crafting effective prompts to achieve optimal results in AI-driven processes.

9. Tech Support



I have practical experience in installing and configuring computer systems, network setup, diagnosing hardware and software issues, and resolving technical problems. I ensure efficient operation and smooth functioning of computer systems.

10. Mobincube



Proficient in mobile app development using the Mobincube platform, I possess the skills to create, publish, and design content-based mobile apps. My expertise allows for the development and functional mobile apps.

11. HTML + CSS3



I have extensive experience in HTML5 and CSS3, enabling me to create web pages from scratch or customize templates using Dreamweaver. I possess the skills to deliver visually appealing and functional web designs.

12. SEO



I am a certified SEO Specialist proficient in managing various SEO activities, including keyword research, content strategy, and link building. I possess the skills to improve site rankings on search engines effectively.

13. Social Media Management



I have hands-on experience in strategizing, implementing, and monitoring the Social Media strategy of companies. My expertise lies in enhancing brand awareness and optimizing marketing efforts through effective social media management.

14. Google AdWords



I possess the ability to proficiently set up pay-per-click advertising campaigns on platforms like Google Search, Google Display Partners, and Google Mobile Ads. I am skilled in optimizing these campaigns for optimal results.

15. Prestashop



I have practical experience in working with the Prestashop e-commerce platform. I am capable of setting up and managing Prestashop stores, utilizing various modules and widgets to enhance functionality and user experience.

16. Shopify



I have a wealth of experience in creating professional Shopify stores. I am skilled in customizing different themes and effectively managing online stores, ensuring a seamless and successful e-commerce experience.

17. Odoo CRM



I have substantial experience in managing and administering Odoo CRM. I am proficient in creating users, assigning teams, and effectively managing pipelines, ensuring smooth workflow and efficient customer relationship management.

18. Amazon Seller Central



I possess significant experience in managing Amazon seller accounts, proficiently publishing products through Excel sheets, and effectively managing orders. I ensure streamlined operations and successful selling on the Amazon.

19. Microsoft Office 365



With extensive experience in Office 365 administration, I excel in creating users, assigning licenses, and providing troubleshooting support. I ensure smooth operations and effective utilization of Office 365 tools and services.

20. Domain Flipping



After completing domain flipping courses, I successfully sold two domains within my first two months. Currently, I possess a portfolio of over 50 domains, utilizing my expertise in domain flipping strategies.



Qanawat Connect Solutions
(Authorised Etisalat Partner) Dubai,
United Arab Emirates

The company is a member of Qanawat Group, with head office in KSA and operation in multiple GCC countries. Qanawat is an authorised channel partner of Etisalat in UAE and my roles as an IT Specialist was to oversee the whole IT department.

Position: **IT Specialist**
November 2019 to Present

DUTIES & RESPONSIBILITIES

- Overseeing and managing the company's IT department
- Devising e-commerce business plan, building and managing the e-commerce platform
- Set standards and best practices for new product listings, content creation, distribution, and maintenance.
- Responsible for designing marketing graphics for print or web distribution
- Managing the CRM system used by the company's sales agents, adding users, training and troubleshooting.
- Regularly evaluating IT systems to ensure they meet the necessary demands.
- Resolving all issues company staff have with their IT systems.
- Managing the company's social media platforms
- Responsible for managing the company's Amazon & Noon vendor accounts having knowledge in marketing strategies
- Administer network and data security, including directory, group policy, firewalls, antivirus, email security, etc.



Fareej Business Center,
Dubai, United Arab Emirates

Fareej is a professional business center. They work with businesses across a wide range of disciplines providing all the important infrastructure to start and run the business.

Position: **Webmaster**
March 2019 to October 2019

DUTIES & RESPONSIBILITIES

- Working with new business owners in branding and web designing at the business center.
- Determining client website needs and requirements.
- Building and testing aesthetic, functional, and user-friendly websites.
- Finding right freelancers and interviewing them through platforms like UpWork for different projects.
- Coordinating with designers, content providers, and management or business owners.
- Addressing and responding to user comments and complaints.
- Managing and maintaining the company's website.

**Robusta Coffee**

Abu Dhabi, United Arab Emirates

The company owns a chain of coffee shops across UAE, as well as a coffee roastery with headquarters in Abu Dhabi. My role as an IT Administrator was to manage the whole IT functions in the coffee shops and the head office.

Position: **IT Administrator**

November 2016 to January 2019

DUTIES & RESPONSIBILITIES

- Manage all information technology and computer systems
- Upgrading, installing and configuring new hardware and software to meet company objectives.
- Managing the e-commerce website through adding products, managing orders and coordinating deliveries
- In charge of all IT related work including networking, CCTV, attendance system and tech support
- Responsible for graphic design of advertising materials, store menus, social media artworks etc
- Keeping up to date with advancements and best practices in IT administration.
- In charge of third-party sellers like Souq (now Amazon) listing products and managing the seller account.
- In charge of managing the company's social media accounts.
- Monitor performance and maintain systems according to requirements.
- Setup and managing the POS system for the coffee shops.



10ngah.com,
Harare, Zimbabwe

10ngah.com is one of the largest e-commerce company in Zimbabwe. They also operate in several other African countries selling a wide range of products. I was part of the team managing and maintaining the e-commerce platform.

Position: **Web Administrator**
February 2015 to August 2016

DUTIES & RESPONSIBILITIES

- Managing and maintaining the Prestashop e-commerce website.
- Maintaining the website's MySQL database, and performing weekly backups.
- Provide training or technical assistance in web site implementation or use.
- Identifying and addressing the usability problems likely to affect the user experience.
- Collaborating with the website development team to discuss the system requirements and usability issues.
- Developing a training manual for employees, customers, and other stakeholders interacting with the website.



SOME NOTABLE HONORS



AWARDS AND ACHIEVEMENTS

Throughout my professional journey, I have been fortunate to receive recognition and accolades for my outstanding contributions and accomplishments. These achievements serve as a testament to my abilities and highlight the value I bring to any organization.



- ★ Recognised as the employee of the year at Qanawat Connect Solutions in 2020.
- ★ Awarded the best employee of the year award at Robusta Coffee in 2018.
- ★ Graduated as the best student in the Computer Science class of 2012.
- ★ Presented my paper on How Mobile Learning Can Be an Opportunity In Africa at the 2011 WSU E-learning Conference in East London, South Africa.
- ★ Developed a web based Multi-factor authentication voting system for Walter Sisulu University SRC elections as my honours research project.

ACCOMPLISHMENTS

SIGNIFICANT PROJECTS

These accomplishments highlight my capabilities, expertise, and the tangible results I have delivered in various professional endeavors. I am proud of these accomplishments, they demonstrate my problem-solving skills and also showcase my ability to consistently achieve and exceed goals. I believe they speak to my drive for success and my dedication to continuous growth and improvement.

Q-Store.com



While at Qanawat Connect Solutions the company was distributor of MiLi a brand of mobile accessories and they wanted to launch an e-commerce website so that we could sell our products as well as other smart products from other brands.

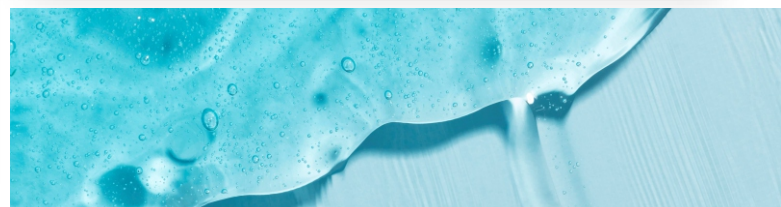
- Held the position of project lead, actively involved in all project phases, from business proposal to website development.
- Effectively delegated tasks to team members, ensuring efficient workflow and seamless collaboration within the project.
- Played a key role in designing the logo and developing the company's branding strategy, which included creating brand guidelines for consistency.
- Developed the e-commerce website, ensuring the successful implementation of all required functionalities.
- Assumed responsibility for digital marketing and social media promotion, running various campaigns to raise awareness and promote the platform.

STC The Store



Working on freelance basis under Dventure company, we were assigned the project of developing a e-commerce website for Saudi Arabia based Telecom company STC. The website was to be used by the general public as well have an internal e-commerce section for the STC employees where they would buy products with discounted rates

- As the project coordinator, I actively participated in every stage of planning and development, ensuring seamless progress and successful execution.
- Took charge of sourcing, managing, and coordinating with freelancers from platforms like UpWork to fulfill various roles such as development, server management, SEO, and more.
- Assumed responsibility for website management and maintenance, overseeing the implementation of essential features and ensuring smooth functionality.
- Created comprehensive documentation for the website, including user manuals and admin manuals, to provide clear instructions and guidelines.
- Conducted training sessions for web administrators and other stakeholders, equipping them with the necessary knowledge and skills.



Megavision Multimedia



I started doing freelance web and graphic design work as Megavision Multimedia more than 10 years ago. During the time I have done so much work for different companies and individuals from all over the world and I have learnt a lot during the process.

- I have provided valuable assistance to new companies by offering comprehensive branding services, including logo design, business card design, company profile design, and website development, among others.
- The majority of my clients are acquired through referrals from satisfied individuals whom I have previously worked with. The positive feedback I receive from my clients underscores their satisfaction with both the quality of my work and the support I provide.
- To date, I have successfully built and delivered over 100 websites for clients, showcasing my extensive experience and proficiency in website development.
- My ultimate objective is to establish Megavision Multimedia as a thriving, full-time digital media company, leveraging my skills and expertise to deliver exceptional results for clients across various digital platforms.

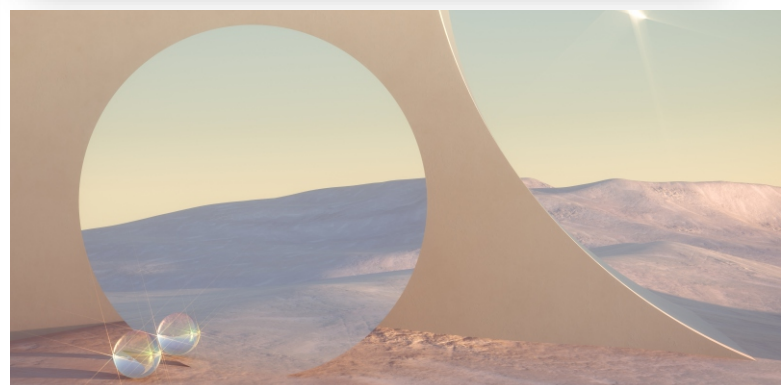
CV Arbab



Having realised that most people struggle to get jobs because they don't know how to come up with professional CVs I launched CV Arbab with the aim of creating CVs for people and guiding people on how to find jobs in UAE.

- Initiated advertising campaigns for the service on social media platforms, utilizing both organic and paid advertisements, which garnered highly positive responses from the audience.
- Within the initial 6-month period, I successfully crafted around 300 tailored CVs for individuals of diverse nationalities and professional backgrounds.
- Additionally, I provided the service of writing accompanying cover letters, enabling individuals to present a comprehensive application package.
- Recognizing the need for comprehensive guidance, I created a detailed guidebook, offering valuable insights on job hunting in the UAE and best practices for success in the local job market.

By highlighting these accomplishments, I aim to demonstrate my ability to drive innovation, deliver tangible results, and make a positive impact.





MyDubaiPedia.com

MYDUBAIPEDIA
Gateway To Endless Possibilities .com

I came up with the idea of building an online knowledge base website to serve as a guide for people living in or planning to move to Dubai and UAE as a whole. The goal was to make the website number one source of information for any topic related to living and working in Dubai.

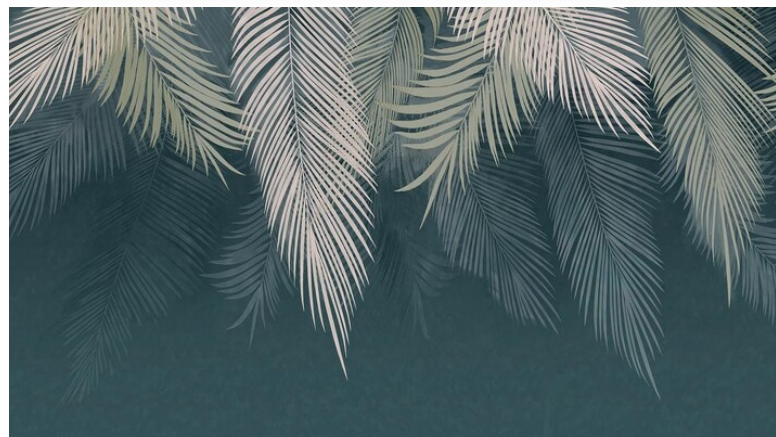
- Accomplished the development of the website and successfully launched it, receiving an excellent reception from users.
- Within the initial month, the website attained an average daily traffic of 200 visitors, with expectations of further growth through the addition of more content and continued SEO efforts.
- The website's valuable and engaging content led to its swift approval for monetization by Google AdSense, highlighting its quality and potential for generating revenue.
- Enthusiastically seeking collaborations with other individuals to contribute more useful content to the website, further enhancing its value and appeal.

WhatsApp Stickers App



Late 2018 when WhatsApp launched the stickers they shared a framework which developers could use to create stickers and package them in a mobile application. I developed an Android app with various Zimbabwean themed WhatsApp stickers and published it on Google PlayStore.

- The application experienced a viral surge, accumulating over 80,000 downloads in its initial three months, establishing itself as one of the most popular apps in Zimbabwe.
- Monetization of the app through Google ads proved to be successful, generating a significant amount of revenue.
- My achievements and the app's success garnered attention from local news outlets, resulting in interviews and articles published by two prominent newspapers, highlighting my accomplishments and contributions.



ACCOMPLISHMENTS

SIGNIFICANT PROJECTS

CookedByEd.com



During lock down in 2020 I got bored of just being at home and wanted to make good use of my time. As someone who always had love for cooking I started a blog where I was posting different recipes.

- The blog received a positive response, attracting an average of 1000 visitors per blog post, demonstrating its popularity and reach.
- The creative, enjoyable, and easily executable nature of my recipes resonated with readers, inspiring and captivating a significant number of individuals.
- Certain recipes gained viral traction on social media platforms, catching the attention of Zimbabwean newspapers, which subsequently conducted interviews and featured articles about my work.
- The website has been fully monetized through Google AdSense, further capitalizing on its success and providing a source of revenue.





POSSIBLE

Roles

In this section I outline a range of positions where my skills and expertise can be applied effectively

E-Commerce Specialist: I can leverage my skills to build and oversee different aspects of an e-commerce business, ensuring smooth operations and optimizing the customer experience.

WordPress Designer: With my expertise, I am capable of designing, hosting, and maintaining visually appealing and functional WordPress websites, catering to both informational and e-commerce purposes.

Creative Director: I possess the ability to lead and review the work of the creative teams for all web, print, and digital marketing collateral. I can create captivating artworks and graphics for online distribution and print, contributing to enhancing brand identity.

Webmaster / Web Administrator: My proficiency in web administration allows me to effectively manage and also maintain websites or web applications, ensuring their security, performance, and seamless functionality.

IT Administrator: Given my experience and knowledge in IT management, I am well-suited to oversee and handle various IT functions, including IT Support, networking, and software and hardware maintenance.

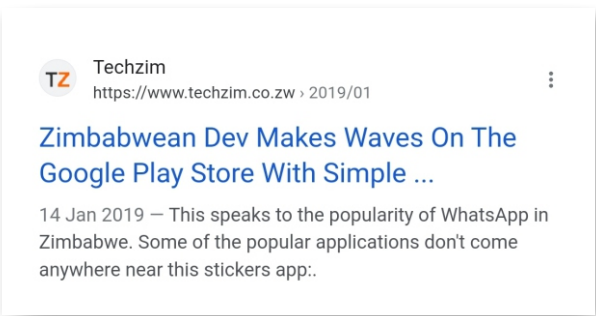
Project Manager / Coordinator: Given my organizational skills and ability to coordinate teams, I can effectively manage digital projects, ensuring smooth progress, timely completion, and generating comprehensive reports.

Digital Marketing Specialist: With my expertise in digital marketing and social media management, I can develop and implement strategies, run campaigns, and design advertising media to achieve marketing goals and drive business growth.

Technology Consultant: As a person who is well versed in many areas of technology I can work in a role where I advise ways to harness the power of data and AI, modernize core technology, optimize operations, and fuel digital growth.

MEDIA RECOGNITION

My work and achievements have gained recognition in various media outlets, showcasing my ability to create engaging content and capture attention. Here are some notable features and interviews:



Techzim
https://www.techzim.co.zw › 2019/01

Zimbabwean Dev Makes Waves On The Google Play Store With Simple ...

14 Jan 2019 – This speaks to the popularity of WhatsApp in Zimbabwe. Some of the popular applications don't come anywhere near this stickers app.

I was featured in TechZim which is Zimbabwe's largest technology news portal. This was when I made a WhatsApp stickers app that went viral and became one of the most downloaded apps in Zimbabwe.

[Article Link >>](#)



eBusiness Weekly
https://www.businessweekly.co.zw › ...

Zimbo's WhatsApp Stickers app trends

17 Apr 2019 – His WhatsApp Stickers app is currently sitting at over 60 000 downloads and its getting popular day by day with downloads coming from all ...

Business Weekly which is part of Zimbabwe's biggest publisher ZimPapers Digital also interviewed me & wrote an article about the WhatsApp stickers application.

[Article Link >>](#)



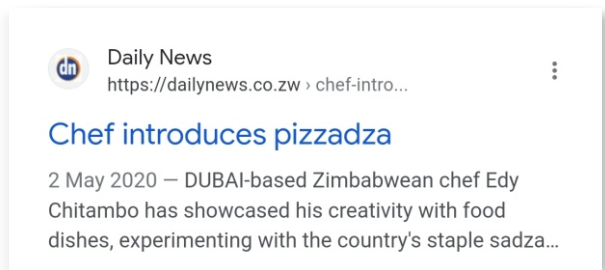
Techzim
https://www.techzim.co.zw › 2019/08

Interview With Zim's Viral Genius Who Got 5 Million Impressions For ...

28 Aug 2019 – Yesterday Ed Tatenda Chitambo broke the internet with a simple but pretty interesting tweet: So y'all tweeting from iPhone and Android. Have you ...

In 2019 I made viral tweet which gained over 6 million impressions worldwide, the tweet implied that I had tweeted from a KFC Ice Cream machine. It went viral and TechZim interviewed me and wrote an article about it.

[Article Link >>](#)



Daily News
https://dailynews.co.zw › chef-intro...

Chef introduces pizzadza

2 May 2020 – DUBAI-based Zimbabwean chef Edy Chitambo has showcased his creativity with food dishes, experimenting with the country's staple sadza...

DailyNews Zimbabwe featured me after I had made a viral recipe of what I called Pizzadza, it was our staple food sadza in form of pizza.

[Article Link >>](#)



I made this CV to show my creativity while showcasing all the experience and skills I have gathered through out my career.

I will be happy to **join** your **team**



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edychitambo@gmail.com

