**Gulfjobseeker.com CV No:** **1356222**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

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**Personal details**

Sex Male

Date of Birth 30 September 1980

Religion Christian

**Academic and Professional background**

Nyamhunga High School (1994-1997)

Results attained at O’ level English language **B**

 Integrated science **B**

 Geography **C**

 Shona **C**

 Metal work **C**

**United Touring Company (Sep 1998-Nov 2000)**

Position held :Sales and Tours consultant

Duties and Responsibilities :marketing of tour packages and car rentals

 :receipting and banking of all payments made

 :reservation of bookings

 :conducting tours,safaris and car rentals

Referee :Mr T.Matumbi - (+263712734637)

**Syntec Electronics and Office Machines (Feb 2001-Oct 2004)**

Position held (1) Debt controller

 (2)Shop supervisor

Duties and responsibilities :debt recovery

 :daily banking

 :stock control

 :data capturing

 :cash up

 :shop supervision in terms of employees, customers and

 and anything that relates to the smooth running of the

 company

Referee :Mr E.Murasiranwa (+263773462626)

**Gift Investments c.c**–**South Africa**- **(June 2007 – Dec 2010)**

Position held :Sales Consultant and Driver

Duties and responsibilities :marketing of footwear and other sports gear

 :debt collection and recovery

 :one on one customer care

Referee :Ms Boitumelo Mosemane (+27783351295)S.A

**St Elmo’s Pizza (Mar 2010 – Dec 2010)-part time**

Posistion held :Cashier

Duties and responsibilities :taking orders over the telephone and over the counter

 :cash handling

 : attending to customers in a professional manner, that is polite,

 professional and efficient.

Referee :Mr Alex Willis (+27748422610)S.A

**Navigator Car Rental (October 2011-August 2014)**

Position held :Sales and Marketing Administrator

Duties and Responsibilities :Marketing and handling of all car rentals

 :Chauffer drives,airport transfers and guided tours

 :Marketing and public relations in regards to the functioning

 of the company

 :Supervision of all car rentals and employees in my

 department.

Referee :Kudakwashe Mashaya – (+263772 978173)

**Abilities and skills**

Languages :Shona,English,Tonga,Nyanja,Zulu,Sotho,Tswana

 :Xosa and Ndebele

I hold a valid class “4” Zimbabwean drivers’ licence (with Defensive Driving Certificate) with eight years driving experience and am computer literate with good computer skills.I am able to learn new things and catch up easily.