**CURRICULUM VITAE**

**PERSONAL PROFILE**

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| SEX....................................................................MaleMARITAL STATUS.......................................SingleDATE OF BIRTH..........................................28 August 1991NATIONALITY.............................................ZimbabweanLANGUAGES................................................English, Ndebele & ShonaRELIGION…………………………..Christian\*Valid Clean - Class 4 Drivers Licence |

**CAREER OBJECTIVE**

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| A resourceful and well-rounded team player who delivers results to enable organizational success. I am keen to advance my career within the Human Resource field to further develop and utilise my knowledge of the Human Resource environment.  |

**KEY ATTRIBUTES**

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| Ability to work with or through other peopleHands on computers (Word, Excel,) and strong ability to interact to all levelsPleasant personality, honest , committed, initiative, confident and dependable |

**HOBBIES**

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| \*Researching \*Travelling \*Reading Informative books\*socialising\*playing football |

**ACADEMIC QUALIFICATIONS**

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| **HIGHER TERTIARY EDUCATION**BSc (Honours) Human Resource Management Degree Midlands State University (2012 – 2015)**HIGH SCHOOL EDUCATION**GCE ‘O’ LEVEL (2009)GCE ‘A’ LEVEL (2011)**OTHER CERTIFICATES**Leadership Certificate (2015) – Lasting Impression  |

**WORK RELATED LEARNING EXPERIENCE**

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|  Tanganda Tea Company: January 2014 – January 2015**KEY RESPONSIBILITIES HANDLED*** management of the code of conduct-discipline
* recruitment, selection & induction
* manpower returns and statistics
* leave administration
* manpower audit
* pension and National Social Security Authority (NSSA) forms and returns
* sport management
* played a consultation role, assisting line mangers to understand & to implement all HR policies & practices.
* Rainforest Alliance Auditing (SAN)
* assisting in Training & Development
* And all other immediate assignments provided by the Personnel Manager and other managers.
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**ACHIEVEMENTS**

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| * Improved the NSSA registration and returns system
* Took part in the drafting of Occupational Health & Safety programs & policy.
* Rainforest Alliance Certification policies and programs.
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