**CURRICULUM VITAE**

**PERSONAL PROFILE**

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| SEX....................................................................Male  MARITAL STATUS.......................................Single  DATE OF BIRTH..........................................28 August 1991  NATIONALITY.............................................Zimbabwean  LANGUAGES................................................English, Ndebele & Shona  RELIGION…………………………..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. |

**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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