**First Name of Application CV No 1622730**

Whatsapp Mobile: +971504753686



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**PERSONAL DETAILS**

**D.O.B: 01/11/1990**

**SEX: FEMALE**

**MARITAL STATUS: MARRIED**

**NATIONALITY:**  **ZIMBABWEAN**

**CAREER STATEMENT:**

As a dynamic, muliti-tasking, highly motivated and open minded individual, with an ability of working in a multi-cultural environment, I seek to impart my capacity of working in the Non Profit Making Organisations and expose myself to an environment that helps me to meet my competence, capabilities, skills and education.

**SKILLS:**

* Monitoring and Evaluation.
* Public Relations.
* Public Sector Accounting and Management
* Urban and Rural Development Strategies.
* Excellentwrittenandverbalcommunicationskills.
* MSWord, Excel, PowerPointandOutlook.

**GENERALCONDUCT**

Exceptionaltimemanagement,committed,disciplined,hardworking,dynamic, motivatedto tackletaskswith minimumsupervisionanddrivenbychallengingsituations.

**CURRENT WORKING EXPRIENCE-Administration and marketing officer**

**Duties**

* Office administrative duties.
* Keeping payments and receipts records of all transactions as well as making cash requisitions.
* Management of petty cash book and reconciliation of monthly management accounts
* General PA duties as assigned by the director
* Coordinating daily marketing rounds for all staff
* ensuring smooth communication among all members of the organization
* Strategic planning formulation and implementation.

**Past working experience (2 years)**

***Assistant Human Resources Officer at Chitungwiza Municipality in the Human Resources Department(2011 to 2012).***

**Duties:**

* Organizing and coordinating key promotional events such as exhibitions and press conferences.
* Media liaison to get coverageand Public Relations leverage– sendingphotographs out to social pagesandotherrelevantmediafollowingeachevent.
* Respondingto requestsforinformationfrom themediabyensuringthat theyare addressedbytheappropriatepersonneldependingonthenatureandimpactof informationrequired.
* SupportingtheadministrativecoordinationoftheworkoftheMunicipalityonaday-to-day basis.
* Promoting good will and managing companyreputationbymaintainingafavorable publicand stakeholderperceptionoftheentity’s accomplishmentsand agenda.
* Writing of weekly and monthly reports for the District Administrator and the Minister of Local Governance.
* Providing information on the operations of the organization.
* Compiling Charge sheets for the disciplinary boards.
* Assisting in the Event Management of the Municipality functions such as Mayor’s cheer fund, Zimbabwe International Trade Fair, Harare Agricultural Show and other exhibitions

***Relief Teacher(English) at Nyatsime College, Vimbai Primary School and Budirirai (Seke 5) Primary School (2013-2014)***

**Duties:**

* Teaching (English) and preparing lesson plans.
* Writing of monthly reports of pupils’ based on tests.
* Scheming and evaluation of subjects to be taught.
* Coaching of Percussion band (Budirirai (Seke 5) Primary School).

**ACADEMIC BACKGROUND**

**Qualification : Bachelor of Social Sciences Honours Degree Local Governance Studies**

**Institution** : **Midlands State University (MSU)**

**Period** : **August 2009to May 2013 (4 years)**

**MODULES TAKEN:**

**4th YEAR**

Local Economic Development

Ethics in Local Government

Public Sector Accounting and Management

Management of Change

Human Settlements and Governance

Public Management and Economic Change

Rural and Urban Service Provision Strategies

Quantitative and Qualitative Management Analysis

Dissertation

**3rd YEAR**

Work Related Learning **(Chitungwiza Municipality-Human Resources Department)**

**2nd YEAR**

Principles of Public Relations

Gender Studies

Strategic Planning and Management

Urban and Rural Development Strategies

Introduction to Public Sector Accounting

Public Sector Human Resouces Management

Civil Society and Local Governance

Disaster Preparedness and Management

Research Methods

Local Government Finance

Local Government Management

Negotiationand Conflict Resolution in Local Authorities

Results Based Management

**1st  YEAR**

Basics of Communication Skills

Introduction to Information Technology

Industrial Relations

Local Government Administration

Introduction to Political Science

Traditional Leadership Systems and Local Governance

Principles of Human Resources Management

Local Government Legislation

Project Planning and Management

Comparative Local Government Systems

Politics and Governance

Introduction to Rural and Urban Development

**GENERAL EDUCATION:**

**ZimbabweSchoolsExaminationsCouncil(ZIMSEC) GeneralCertificateofEducation (AdvancedLevel)**

PassedtwoAdvancedlevel subjects(DivinityandEnglishLiterature)

**ZimbabweSchoolsExaminationsCouncil(ZIMSEC) GeneralCertificateofEducation (OrdinaryLevel)**

PassedsevenOrdinarylevel subjects including (Mathematics and English).