**CURRICULUM VITAE**

**STRENGHTS:**

A self-motivated, dependable and honest individual with ability to learn quickly and easily adapt to changing environments and situations

**WORK EXPERIENCE**

**Date: January 2015 to January 2016**

**Organisation: Wymar Panel Beaters**

**Role: Part-time buyer**

**Responsibilities:**

Key responsibilities included:

* sourcing car spare parts as and when required
* checking stock
* quotation sourcing

**Date: October 2012 to November 2014**

**Organisation: Innscor (Creamy Inn) Pvt. Ltd.**

**Role: Waiter, Barista, Cashier, Customer Service**

**Responsibilities:**

Key responsibilities encompassed the above mentioned roles and entailed the following:

* take orders from guests on the order taking pads or on the handheld point of sale (POS) system
* obtaining revenues, issuing receipts, accepting payments returning change
* welcome customers by determining their coffee interests and needs
* Prepares and sells coffee drinks by following prescribed recipes and preparation techniques for coffee drinks, such as expresso, caffe latte and cappuccino
* performing basic cleaning tasks as needed or directed by the supervisor

**Date: March 2007 to October 2011**

**Organisation: Brochard Enterprise Pvt. Ltd.**

**Role: Sales Representative**

**Responsibilities:**

Key responsibilities included:

* selling IT consumables such as printers and software
* selling stationery
* after-shop sales
* deliveries of orders

**EDUCATIONAL BACKGROUND**

**Certificate in Microcomputer Technology:** City and Guilds London (2008 – 2009)

**GCSE Ordinary Level Zimsec:** Chikore High School Zimbabwe (2001 – 2002)

Six subjects including English.

**First Name of Application CV No:** **1657518**

Whatsapp Mobile: +971504753686

