**First Name of Application CV No 1662042**

Whatsapp Mobile: +971504753686



To get contact details of this candidate Purchase our CV Database Access on this link.

<http://www.gulfjobseeker.com/employer/services/buycvdatabase.php>

**Personal Profile**

I am a qualified Librarian with extensive experience in database administration and records management. I have also gathered experience through working for two Universities and the High Court of Zimbabwe.

### PERSONAL DETAILS

Nationality Zimbabwean

Date of Birth 12/08/1988

Gender Male

Marital status Single

**PROFFESSIONAL SKILLS POSSESED**

* Managing all database sizes.
* Filing.
* Classifying, cataloguing and indexing.
* Report writing
* Handling information requirements of both internal and external clients.
* Ensuring an easy and systematic accessibility of records and information.

### WORK RELATED EXPERIENCE

#### NAME OF ORGANISATION

National University of Science and Technology (NUST)

#### Department Period

Library Sept 2012 – Sept 2013

#### NAME OF ORGANISATION

Woman’s University in Africa (WUA)

#### Department Period

Library October 2010 – October 2011

#### NAME OF ORGANISATION

Glen View 1 High School

#### Department Period

Relief Teaching January 2008 – April 2008

### ACADEMIC QUALIFICATIONS

#### 1. Tertiary Qualification

#### Institution

National University of Science and Technology

#### Programme Degree Class

BSc Honors Degree in Library and Information Science. 2.1

#### 2. Advanced level Qualification

#### Institution

Highfield High School.

Three Advanced level passes.

3. Ordinary Level Qualification.

Institution

Highfield High School

Seven Ordinary level passes including Maths, English and Science.

PERSONAL ATTRIBUTES

* Very hardworking and punctual.
* Always willing to go an extra mile to achieve excellence.
* Excellent oral and written communication skills.
* Able to work under minimal supervision.

### HOBBIES

* Singing
* Reading
* Photography