**CV No 1944174**

**CURRICULUM VITAE FOR OBEY**

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 **Personal Details**

Date of birth : 16 December 1983

Sex : Male

Nationality : Zimbabwean

Languages : Shona, English, Zulu and Ndebele

 **Vision**

To increase the organizational value, corporate social responsibility and maximization of profit by improving the operational efficiencies and maximum utilization of the available resources

 **Carrier Objectives**

To keep abreast with current changes in the Human resources development field and having a job that stimulates my intellect capacities with prospects for advancement.

To secure a promising position that offers both a challenge and a good opportunity for growth

 **Personal Profile**

I am gifted with an insatiable zeal of knowledge and infinite determination. My aim in life is to make the world a more habitable place through active involvement in Development initiatives, which I believe is the duty entrusted by God to Humankind. I consider myself as a team player who is willing to share innovative initiatives, a hard worker who displays a high degree of tenacity and resilience when faced with difficult situations.

 **Summary of Qualifications**

* B Social Sciences (Special honours) in Psychology at Great ZimbabweUniversity –2012.

Degree class**:** 1(distinction with book prize)

* B Social Sciences Degree in Psychology at Great Zimbabwe University -2007-2010**.**

Degree Class**:** 2.1(Upper Second)

 3 ‘A’ Level passes (8 Points) Tugwane High School -2002.

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| **Subject** | **Grade** |
| Sociology | B |
| Geography | C |
| Management of Business | E |

 8 ‘O’ Level passes (3As 4Bs 1C) Tugwane High School- 2000.

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| **Subject** | **Grade** |
| Integrated Science | A |
| Shona | A |
| Agriculture | A |
| Mathematics | B |
| Geography | B |
| Bible Knowledge | B |
| Principles of Accounts | B |
| English Language | C |

 **Computer skills**:

Microsoft Word, Power point, Excel, SPSS and Internet

 **EMPLOYMENT HISTORY**

**October 2014 up to current**

Position: Human Resources Officer

Duties

* Orientation Management: Assist in the complete orientation of new employees, acting in capacity of the Training and Development Officer, in accordance with the Orientation procedures.
* Onboarding Management: Ensure the proper management of administrative onboarding, beginning with the issuing of the official Contract of Employment after the initial Offer of Employment.
* Performance Management: Scheduling and if need be, assist in administering end of probation and quarterly performance appraisals.
* Payrol**l**: Collation of payroll administration according to needs of the finance department by and ensuring that information is accurately maintained in terms of CTC packages, leave and salary changes. Accurate transfer of information to the payroll provider.
* HR Administration and Systems: Ensure all HR information is submitted in and updated in the relevant HRIS. Accurate maintenance of the employee files, in both digital and hard copy.
* Daily Workplace Administration**:** Monitor the presence and absence of employees throughout the organisation, acting on and reporting any irregularities as required.
* Employment Equity: Administration and collection of all required data and audits.Communication with relevant stakeholders. Assist in ensuring compliance with Employment Equity Act.
* Recruitment & Selection
* Employment and labour relations
* Health and safety
* Promotion , transfer ,Demotion and termination of contracts

**Zimbabwe Electricity Transmission & Distribution Company (ZETDC)**

Period: May 2012 – December 2012

Position Held: Human Resources Assistant

Duties: General maintenance of the company’s compensation programs and pay structure. Creation, maintenance, updating and archiving of personnel files in the organisation.

**CARE International In Zimbabwe**

1. Position: Human Resources Assistant. Orphans and other Vulnerable children (OVC) (Feb 2013-Aug 2013)

Duties: Assisting with recruiting and staffing logistics, performance appraisal, employee orientation, employee relations, compensation and benefits administration. Maintaining employee files and the HR filing systems

2. Position: Field Officer. Vulnerable Group Feeding Project – 2011

Duties: Ranking and Registration of the beneficiaries of the programme in partnership with World Food Programme., Assist with distribution of food, proper handling of food

3. Position. Enumerator. Monitoring and evaluation Assistant. Cholera Project – Aug 2010.

Duties: Community sensitisation, Data collection using paper questionnaire to beneficiaries for the Knowledge, Attitudes and Practices (KAP) pertaining to Cholera in Bikita and Chivi Districts (End of Project Evaluations). Data capturing using SPSS.

4. Position: Enumerator and Trainer. Informal Cross Boarder Traders (ICBT) project. June 2010.

Duties

Verification of households for the livelihood interventions, which include cross boarder trading, and Internal Savings and Lending (ISALs). Data collection using Questionnaire. Group maturity Index evaluations

Joint initiative (JI) project. Masvingo - July 2009

Duties: Register beneficiaries into JI livelihood initiatives, which include ISALs, and Food Aid. Verification and Vulnerability Assessment

**Bhekanani Building and Construction**

Position: Safety Officer, Stores man and Site administration for Randfontein, Garankuwa Sterkfontein, NellMapius, Benoni, Pretoria Construction Projects: March 2005 - Nov 2009 working on fixed term contract basis.

Duties: Review of the effectiveness of Health and Safety measures on construction site, Identification of potential hazards and incidences at the workplace, Inspection of the workplace including substance, plant, machinery or health and safety equipment on site with a view to the health and safety of employees. Stores management.

**Nyabata High School**

Position: Geography, mathematics and science Temporary Teacher (Jan 2003 to July 2003)

Duties: Scheming of work, teaching, in- class discussions, assists with class presentations, in- class tests and invigilating final examination.

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| **OBEY MAIMBE – CV No 1944174**  To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from  <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |