|  |  |
| --- | --- |
| C:\Users\faith\AppData\Local\Microsoft\Windows\INetCache\Content.Word\IMG-20161031-WA0002.jpg | **CV No 1944264**  **FAITH**  Date of Birth – 30 September 1991  Nationality: Zimbabwean | |
| Objective | Highly motivated with exceptional multi-tasking skills. Possessing a significant record of achievement in administration and able to quickly understand the mission, vision and values of an organization. Now looking for a new and challenging position, one which will make best use of my existing skills and experience and also further my personal and professional development. |
| Skills & Abilities | Office Management, Call Center Management ,Reception Administration ,Typing ,Microsoft Office ,Filling ,Account Receivables, Real Estate Management, Petty Cash, Account Management, IT Skills, Flexibility and Adaptability, Good communication skills ,Good interpersonal skills ,Multitasking ,Flexible ,Self-motivated ,Organized , |
| Experience | **personal Assistant – CEO’s OfficE/ Administration OfFicer**  HARARE – ZIMBABWE **1 sEPTEMBER 2013** TO **31 aUGUST 2016**   * Answering the phone, taking messages and arranging appointments * Devising and maintaining office systems including data management * Manage the filing, storage and security of documents * Organizing and maintaining diaries for management * Using a variety of software including – Microsoft Office * Typing/word processing and preparing presentations and report * Liaising with staff, suppliers and clients * Implementing and maintaining procedures * Producing documents, briefing papers, reports and presentation * Delegating work and taking part in decision making * Establish and maintain supplier records * Reconcile accounts payable, receivable and weekly reports * Manage all utility bills, rental payments and all company property management * Supervise completion of payrolls and review of payroll reports with CEO * Manage property/cars sales and payments * Administer contracts and issuance of license and permits * Arranging travel and accommodation * Managing real estate and negotiating sales * Sourcing and ordering stationary and office equipment  **cASHIER** **BALLY SHOES RETAIL****hARARE - zIMBABWE** **1 june 2012 – 31 august 2013**   * Handle cash transactions with customers * Scan goods and collect payments * Issue receipts * Greeting and pleasantly deal with customers to ensure satisfaction * Keep reports of transactions * Make sales referrals * Proving relevant information |
| Education | **face to face college, harare, zimbabwe**  LCCI PRIVATE SECRETARIAL   * LEVEL 3 CERTIFICATE IN BUSINESS ADMINSTRATION * LEVEL 3 CERTIFICATE IN BUSINESS PRINCIPLES AND PRACTICE * LEVEL 3 CERTIFICATE IN ENGLISH FOR BUSINESS  **DENMARK COLLEGE**, Harare – zIMBABWE 2008**5 ORDINARY LEVEL (ZIMSEC) SUBJECTS – PASSED** |
| Communication | ENGLISH AND SHONA BOTH WRITTEN AND SPOKEN |
| Leadership SOCIAL | I HAVE BEEN SECRETARY FOR CHURCH CHOIR AND GIRLS UNION, COMMITTEE MEMBER IN YOUTH BOARD, ACTION TEAM LEADER FOR A BUILDING PROJECT AND OTHER FUNDRAISING PROJECTS AT AFM IN ZIMBABWE |
| References | **TO BE AVAILED UPON REQUEST** |

|  |
| --- |
| **Faith Chipo Willie - CV No 1944264**  To arrange interview with me, please send your company name, vacancy and salary details to my HR Consultant [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com) Whatsapp +971504753686  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |