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**CURRICULUM VITAE**

**FOR**

Marcia

Marcia**.331206@2freemail.com**

## PERSONAL DETAILS

DATE OF BIRTH : 17 FEBRUARY 1991

GENDER : FEMALE

NATIONALITY : ZIMBABWEAN

LANGUAGES : ENGLISH, SHONA AND FRENCH

POSITION APPLYING FOR : CASHIER

## OBJECTIVES

* To join a company where I can do more research oriented activities
* To use my knowledge for the best benefit of the company in the future as well as acquiringknowledge for my higher studies

PERSONAL ATTRIBUTES:

* An effective communicator with the ability to get things done with and through others.
* Able to learn quickly, assess work priorities and manage conflicting deadlines.
* A team player with good interpersonal skills.
* Willing to work irregular hours when required.
* Self-motivated

EDUCATIONAL QUALIFICATIONS

POST HIGH SCHOOL PROFILE

**BACHELOR OF SCIENCE DEGREE (HONOURS) IN RETAIL MANAGEMENT**

**CHINHOYI UNIVERSITY OF TECHNOLOGY, UPPER SECOND CLASS (B+)**

HIGH SCHOOL QUALIFICATIONS

**G.C.E. ADVANCED LEVEL MANDEDZA HIGH SCHOOL (2008-2009)**

2 A’LEVEL PASSES (DIVINITY, LITERATURE IN ENGLISH)

**G.C.E. ORDINARY LEVEL MANDEDZA HIGH SCHOOL (2004-2007)**

 **5Bs, 2Cs and 1D**(Mathematics and English Language inclusive)

**HEXCO**

COMPUTER OPERATIONS AND PACKAGES PASS

COMPUTER APPRECIATION

**MICROSOFT PACKAGES (XP, VISTA, WINDOWS 7, WINDOWS 8)**

* MS WORD
* MS EXCEL
* MS POWERPOINT
* MS PUBLISHER

**Internet Communication**

WORKING EXPERIENCE

**JANUARY 2016 TO DECEMBER 2016**

CASHIER AND CUSTOMER ATTENDANT EDGARS CLOTHING STORES LIMITED

**JUNE 2015-DECEMBER 2015**

CASHIER AQUIVA WIRELESS (PVT) LTD

**OCTOBER 2013-JUNE 2014**

INTERN (ASSISTANT SALES SUPERVISOR) ONELINK INVESTMENTS

**DECEMBER 2012-FEBRUARY 2013**

SHOP ASSISTANT AND CASHIER (Part time) QUEEN OF AFRICA BOUTIQUE

**MAY 2011-AUGUST 2011**

CASHIER MASHCO VILLA TEAM RESTAURANT

SKILLS

* Developed inter personal skills in dealing with people from different works of life as well as people of different age groups
* Direct sales and purchasing experience in telephone and written solicitation
* Worked under pressure in a fast moving restaurant

ACTIVITIES

PROJECTS CO-ODINATOR OF THE ROTARACT CLUB OF THE CHINHOYI UNIVERSITY OF TECHNOLOGY

**Interests**

Travelling, reading and exploring