**CURRICULUM VITAE** 

**PERSONAL DETAILS**

Name: Gondai

Gondai.333639@2freemail.com

D.O.B: 22-03-82

Nationality: Zimbabwean

Language: English

Visa status: Employment visa

**OBJECTIVES**

I am able to put into practice my gained knowledge, and to utilise my own strength and weakness. I am a hard working man and a highly organised individual, with a proven ability to work effectively with a diverse variety of clients. I have strong background of logistics customer service currently seeking a position in an organisation to utilise my skills and knowledge and increase company profitability.

**PROFESSIONAL QUALIFICATIONS**

International Diploma: Logistics Supply Chain & Transport Management (2014-2016)

Institute: Cambridge International College of Great Britain.

Certificates: Microcomputer technology Level 1 and 2 (2005-2006)

Institute: University of Zimbabwe in collaboration with City and Guilds of London.

**EDUCATIONAL DETAILS**

General Certificate of Secondary Education (GCSE) (2000)

Ordinary Level: English, Mathematics, Science, Geography, Commerce, Shona and Woodwork.

**PROFESSIONAL SKILLS**

*Organizational skills:  ability to work to strict deadlines and successfully meet the demands of studying from a distance and working full-time at the same time.*

*Teamwork skills: ability to work with people from diverse backgrounds and agreeing on the best course of action that’s best for everyone.*

*Communication skills: ability to communicate effectively with people at various levels of management and different departments to encourage unity.*

Customer care skills, guest engagement and solving guest problems

Computer Literacy - word, excel and power point.

Follow ups, workplace safety,

Project completion, documentation, multitasking, and relationships development

Hardworking, determined and organized.

**CURRENT WORK**

F&B Professional

Ritz Carlton Grand Canal Hotel, Abu Dhabi

**OTHER EXPERIENCE**

1. Japanese Hong Sushi and Seafood Restaurant

Shop 14 Upper Ground

Claremont, Cape Town, South Africa

Logistics and Procurement (April 2010 to September 2012)

Duties: Admin duties, coordinating, buying, arranging transport, inventory compilation, ordering stock, receiving stock, & bar management

2. Cattle Barron

Maruea Mall, Windhoek, Namibia

Position held: Assistant storekeeper in charge, (August 2009 to March 2010) Duties: Inventory and packing and arranging stock.

3. Innscor Africa Limited

Harare, Zimbabwe

Position held: Assistant logistics

Duties: Distribution, inventory compilation and packaging, loading and unloading.