

[Bellamy.347922@2freemail.com](mailto:Bellamy.347922@2freemail.com)

CURRICULUM VITAE FOR Bellamy

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| Objective |  | To work smart, learn, grow in experience and be an asset to my employer by giving my best effort and quality service |
| Skills & Abilities |  | Result driven, eager to learn and communicates well with people at all levels. Able to work under pressure with minimum supervision. A proficient data capturer. Eager to learn. |
| Experience |  | SECURITY OFFICER - TRANSGUARD GROUP U.A.E. 2016 until to Date  Duties:  PROTECT PEOPLE PROPERTY AND INFORMATION  Primary responsibilities  Protect property and lives by patrolling the area.  Monitor entrance of property through surveillance.  Identify visitors and ask for appropriate documents.  Guard against theft and maintain security.  Respond to alarms and calls of distress.  Stop suspicious people and ask for identification. ADMINISTRATION – CONTINENTAL FREIGHT P/L ZIMBABWE 2013- 2015 Duties: word processing;  audio and copy typing;  letter writing;  dealing with telephone and email enquiries;  creating and maintaining filing systems;  scheduling and attending meetings, creating agendas and taking minutes - shorthand may be required;  keeping diaries and arranging appointments;  organising travel for staff.  Depending on the sector, the role may also include many of the following:  using a variety of software packages, such as Microsoft Word, Outlook, Powerpoint, Excel, Access, etc., to produce correspondence and documents and to maintain presentations, records, spreadsheets and databases;  devising and maintaining office systems;  booking rooms and conference facilities;  using content management systems to maintain and update websites and internal databases;  managing and maintaining budgets, as well as invoicing;  liaising with staff in other departments and with external contacts;  ordering and maintaining stationery and equipment;  sorting and distributing incoming post and organising and sending outgoing post;  arranging travel and accommodation for staff or customers and other external contacts;  liaising with colleagues and external contacts to book travel and accommodation;  organising and storing paperwork, documents and computer-based information;  photocopying and printing various documents, sometimes on behalf of other colleagues;  recruiting, training and supervising junior staff and delegating work as required;  manipulating statistical data;  arranging in-house and external events.  ADMINISTRATOR : ILLUSIONS ADVERTISING AND BRANDING P/L  2012 -2013  Duties:  Running the company, coordinating with finance officer and accountant, all secretarial duties included Communication with all clientele via e-mail, telephone and otherwiseData capturing and liasing with C.E.O and Company Lawyer. Preparing financial weekly and monthly documents and presnting them to the C.F.O.All Bookkeeping Responsibilities, Recording and Capturing all daily earnings to monthly records All Marketing Responsibilities  **ABILITY TO WORK UNDER EXTREME PRESSURE AND EXECUTION OF VARIOUS DUTIES AT THE SAME TIME!!** TECHNICAL DESIGNER – ILLUSIONS ADVERTISING BRANDING AND DESIGN 2011- 2012  Duties:  Designing and layout of various Banners, Flyers, posters, Business cards USING PHOTOSHOP Designing Program9  Printing on wide format Printer using Wasatch printing Program; signage posters and stickers  ,Printing and layout on paper, from A3 To Business card RuNNER AND OFFICE CLERK – FREIGHT WORLD PL **2006 - 2009**  Duties  Registering and framing bills of entry  Data capturing and inputting of entries  Imports and exports runner and office clerk – lybon freight pl **2005 – 2006**  Duties  Registering and acquitting bills of entry and framing  Inputting of bills of entry  Imports and exports  Customs excise FINANCIAL ADVISER - OLD MUTUAL BULAWAYO **2004 – 2006**  Duties  Advising and issuing clients life assurance  Maintaining and advising financial solutions based on Old Mutual Financial Packages |
| Education |  | UNIVERSITY OF ZIMBABWE - BACHELORS DEGREE IN FINANCE AND ADMINISTRATION - 2003 TO 2006ICSA PART A AND B COMPLETED – 2002 TO 2003 **CERTIFICATE IN FINANCIAL ADVISORY (LICENSE) OLD MUTUAL – 2004**  **FOUNDATION COLLEGE – A LEVEL – 2001**  **THREE SUBJECTS OBTAINED**  **SOLUSI ADVENTIST COLLEGE – O LEVEL – 1998**  **SIX SUBJECTS OBTAINED** |
| PERSONAL INFORMATION |  | **CHRISTIAN**  Male  Born on 2 April 1982  Single |
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