**CURRICULUM VITAE**

[**Patricia.353017@2freemail.com**](mailto:Patricia.353017@2freemail.com)

**Age**  : 44

**Marital Status** :Divorced

**Gender**  : Female

**Nationality** : Zimbabwean

**Religion** : Christian

**Languages** : English and Shona, (Written & Spoken)

**PERSONAL SUMMARY**

A highly-organised administrator with proven office management skills and lots of initiative. Able to deal with people at all levels and capable of ensuring the office runs like clockwork. Experience of organizing and supervising of the office and administrative activities in a busy environment, all within budget and tight timescales.

**IT SKILLS**

Knowledge of using Microsoft (MS) Word 13, MS Excel 13, MS PowerPoint 13, Office Outlook, Google applications, internet, and Pastel ERP.

**EDUCATIONAL QUALIFICATIONS**

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| --- | --- | --- |
| **YEAR** | **CERTIFICATE OBTAINED** | **GRADE** |
| 6 ‘O’ LEVELS 1989  GIRLS HIGH SCHOOL HARARE | CAMBRIDGE | ENGLISH - B  SHONA -B  ENGLISH LITERATURE – B  HISTORY - B  GEOGRAPHY – B  SCIENCE - C |
| 1990 – BUSINESS CAREERS DEVELOPMENT COLLEGE | EXECUTIVE SECRETARIAL COURSE - | * TYPEWRITING – FIRST CLASS * PRACTICAL WORD PROCESSING * OFFICE PRACTICE * ENGLISH FOR BUSINESS COMMUNICATIONS * ENGLISH FOR OFFICE SKILLS |
| 1993 – CHRISTIAN COLLEGE OF SOUTHERN AFRICA (CCOSA) | MS DOS LOTUS 1-2-3- | PASS |
| 1994 – DELOITTE & TOUCHE | DELOITTE & TOUCHE | * ADVANCED WORDPERFECT 5.1 |
| 1997 – SUTHERLAND COMPUTER SERVICES | SUTHERLAND COMPUTERS | * MS POWERPOINT - PASS * MS EXCEL – PASS * MS ADVANCED WORD - PASS |
| 1997 – BUSINESS CAREERS DEVELOPMENT COLLEGE | LONDON CHAMBER OF COMMERCE GROUP DIPLOMA (LCCI) | * MARKETING – PASS * PUBLIC RELATIONS – PASS * SELLING & SALES MANAGEMENT – PASS WITH CREDIT |
| **YEAR** | **CERTIFICATE OBTAINED** | **GRADE** |
| MARCH 2004 | CHIPS COMPUTING SERVICES | SAGE LINE 200/500   * CASH MANAGEMENT * GENERAL LEDGER MODULE |
| 2006 | PWC – In house training on Greatsoft |  |
| 2014 – SPECISS COLLEGE | INTERNATIONAL COMPUTER DRIVING LICENCE (ICDL) | * MS EXCELL – PASS * MS POWERPOINT – PASS * MS WORD – PASS * MS ACCESS – PASS * INTERNET AND OFFICE OUTLOOK - PASS |
| 2015 | SIS ZIMBABWE – In housetraining on Pastel ERP Accounting module | * PASTEL ERP - PASS |

**CONFERENCES ATTENDED:**

* Secretarial Skills and Office Administration
* Professional Conferences Zimbabwe – 14TH Annual Executive Secretaries Conference
* Tag Co-ordination (Pvt) Ltd – Personal Assistants and Secretaries Convention
* DTA Management Consultants – Zimbabwe National Secretaries Convention
* Business Systems and Training (South Africa) – Finance for Secretaries

**WORK EXPERIENCE:**

* Producing documents, briefing papers, reports and presentations
* Experience of managing a team of up to 10 staff members
* Strategy formulation, implementation and reporting
* Organising and maintaining diaries and making appointments
* Staff administration including holiday and sickness tracking
* Assisting with the preparation of the monthly management accounts and annual report
* Organising meetings and ensuring managers are well prepared for them
* Minute taking in Executive Committee and Board meetings
* Drafting routine correspondence
* Ensuring that any concerns or complaints are dealt with appropriately
* Involved with recruitment, dealing with ad responses, sourcing potential candidates and arranging interviews.

**CURRENT STUDIES**

Bachelor of Commerce UNISA- January 2013 to date

**EMPLOYMENT HISTORY**

**Employer: S.I.S Zimbabwe (Pvt) Ltd**

**Period:**  April 2011 to June 2016

**Position Held:** Office Administrator/P.A

**Employer: Zimbabwe Allied Banking Group**

**Period:**  1 September 2006 to March 2008

**Position Held:** Personal Assistant to Head of Leasing

Personal Assistant to Group Legal & Corporate Affairs Executive

**Employer: PriceWaterhouseCoopers**

**Period:**  January to 31 August 2006

Positions Held **Position Held:**  Personal Assistant Senior Partner- Audit

Promoted to Business Centre Administrator- Advisory

**Employer: Crest Breeders International**

**Period:** August 2005 to December 2005

**Positionheld:** Temp Personal Assistant to Managing Director

**Employer: GAT Investments (Pvt) Ltd**

**Period:**  July 2005

**Positionheld:** Temp Administration Assistant to the Group CEO

**Employer: First Mutual Limited**

**Period**: January 2004 – June 2005

**Position held**: Personal Assistant to Group Finance Director

**Employer: MBCA Bank Limited**

**Period:**  March 1998- December 2003

**Positions held:** Executive Assistant to AGM Risk Management

Executive Assistant to Finance Director

Personal Assistant to Company Secretary

**Employer: Rufaro Marketing (Pvt) Ltd**

**Period:**  September 1993- December 1997

**Positions held:**  P A to Managing Director (promoted in May 1996)

Confidential Secretary to Human Resources & Admin

Executive/ Company Secretary

**Employer: Gula – Ndebele & Manase Legal Practitioners**

**Period:** 1992- August 1993

**Position held:**  Senior Secretary to Senior Partner

**Employer: Premier Medical Aid Society**

**Period:**  1991- 1992

**Position held:**  Subscriptions Clerk