**PATIENCE**

**(H) C/o 0505891826** [**patience.356714@2freemail.com**](mailto:patience.356714@2freemail.com)

Dear Sir / Madam

I am applying for any post that suit my qualifications.I am a highly motivated individual with a real desire to make a difference andlooking for employment in your industry. I would like to have a job that suits my qualifications, but if training is provided on a certain job that would not be a problem for I am a very fast learner.

I possess a Bachelor of Sciencedegree in Agribusiness. I have the skills and training needed to manage or work in a company that deals with producing, processing, marketing, selling merchandise and offering services to consumers. I work well as part of a team, able to work efficiently in a multicultural environment and have strong communication skills with the ability to write detailed reports and the ability to give moving presentations aimed at getting results.

Some of my other skills relevant to holding a position in service providing industries include the ability to manage my time wisely and to multitask to keep operations on schedule. They also include good leadership skills and the ability to work with suppliers and other professionals in the industry.

I enjoy a challenge, thrive under pressure and my training and skills qualify me for a variety of positions in any field.

If you would like to know more about my qualifications and discuss how my background and experience meet your needs, you can reach me to arrange a meeting by calling **C/o 0505891826 or emailing** [**patience.356714@2freemail.com**](mailto:patience.356714@2freemail.com)**.**

Please review my attached resume for additional details regarding my expertise and career achievements.

Sincerely,

Patience

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**Professional summary**

Patience is a dynamic, committed, versatile and results-oriented Professional with experience in administration. Her career goal is to be associated with a progressive dynamic organization which can fully utilize her skills and potential.

**Personal Information**

DOB- 26 March 1992, Sex- Female, ID- 38-207160 W26, Single, Zimbabwean, Valid Passport

**Key skills and competencies**

* Initiative.
* Good written and oral communication skills.
* Sales and persuasion skills, along with the ability to maintain relationships.
* Technical and analytical skills.
* Proficiency in computer literacy.
* Ability to work well within a team.
* Advertising and marketing skills, able to maintain awareness in area of specialization.
* Competence making presentations and giving presentations.
* Time management and organizational skills, able to meet seasonal demanded services/products.

**Work Experience (internship)**

Nyazura Adventist High School – Mutare

Assistant Business and Farm Manager (Jan 2015– Dec 2015)

* Planning finances and production to maintain farm progress against budget parameters.
* Introducing and demonstrating new technologies.
* Marketing the farm's products.
* Buying supplies, such as fertilizer and seeds.
* Arranging the maintenance and repair of farm buildings, machinery and equipment.
* Planning activities for trainee staff, mentoring and monitoring them.
* Maintaining and monitoring the quality of yield, whether livestock or crops.
* Understanding the implications of the weather and making contingency plans.
* Making sure products are ready for deadlines, such as auctions and markets.
* Ensuring current government regulations concerning farm activities are complied with.
* Ensuring that farm activities comply with government regulations.
* Monitoring animal health and welfare, including liaising with vets.
* Maintaining a knowledge of pests and diseases and an understanding of how they spread and how to treat them.
* Applying health and safety standards across the farm estate.
* Protecting the environment and maintaining biodiversity.
* Keeping financial records up to date.
* Remuneration of farm workers monthly.
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**Education**

1. **Bachelor of Science Degree in Agribusiness** -Solusi University Zimbabwe(2017)
2. **3 A- Level Passes (Biology, Agriculture, Food Science**)- Nyahuni Adventist High School
3. **7 O-level passes including Mathematics and English**- Ruya Adventist Secondary

**Hobbies**

Church activities, reading and recreation