**SUMMARY**

Result oriented individual who takes pride in completing each job on time and according to company standards. Enthusiastic and a motivated professional with hands-on experience in customer service, payment processing and sales. Can execute tasks with or without supervision and can communicate clearly in well written and spoken English. Highly organised and extensively trained in word processing and computer operations, internet etc.

**SKILLS ANDS ATTRIBUTES**

* MS office proficient
* Internet, tech savvy
* C programming
* Visual basic programming
* Excellent communication skills, positive attitude
* Flexible scheduling
* Effective team player, well groomed and reliable

**EXPERIENCE**

**Clerk**

Africabet - Jan 2014 to Dec 2016

I conducted training and educated customers on all game rules and mathematical probabilities for various wagers. Took and paid bets and retrieved tickets. Conduct workspace tidiness, clean to healthy environmental standards. Customer interaction was on a daily basis to enhance customer satisfaction and boost customer loyalty. Writing reports daily and verification of all transactions.

**Sales consultant**

 Tobin Investments 2013

Family owned business with services varying from PA system hiring, chicken breeding, secretarial services. Prospecting from organisations to other opportunities and develop new customers, contacting leads, quoting and closing sales.

**EDUCATION AND TRAINING**

* **Diploma in Management Information Systems**

With Midlands State University

* **Trained with Google digital skills focusing on businesses building online presence**
* A level passes in Accounting, Business Studies and Geography
* O level passes including English Language and mathematics

**PERSONAL INFORMATION**

Gender male

Nationality Zimbabwean

Visa status visit visa

Date of birth 25 August 1992

Driver’s license clean class four