**TAWANDA **

Email Address: tawanda.369469@2freemail.com

**OBJECTIVE**

Looking for a challenging position with a reputable company where I may be able to put my organizational knowledge and skill to the test as to the benefit of both the organization and to myself as I intend to give my best effort and service in all

**BACKGROUND SUMMARY**

* Good understanding of office work and general organizational chores
* Informed knowledge of using Computers
* Good team player with excellent planning and organizing skills
* Ability to follow instructions
* Sound knowledge of basic bookkeeping and accounting
* A very fast learner
* Strong analytical and problem solving skills
* Exceptional presentation and communication skills
* Ability to supervise and work under pressure in a fast passed environment

**Accomplishments**

* SUPERVISED B NKOSI SUPERMARKET TO OPEN 3 MORE BRANCHES-2008-2010
* CARRIED OUT SUCCESSFUL RECEIVING AND PURCHASING DUTIES IN A SUPERMARKET- 2012
* ATTAINED A DIPLOMA IN URBAN AND REGIONAL PLANNING AND QUALIFIED WITH AN AWARD, ZIMBABWE 2013.
* GRADUATE TOWN PLANNING TECHNICIAN- 2014

***Core competencies include:***

* ADVANCED KNOWLEDGE IN THE PLUMBING, ELECTRICAL AND ENGINEERING FIELD (HANDYMAN)
* BASIC BOOKKEEPING AND ACCOUNTS
* PURCHASING AND SUPPLYING
* PROPER GOODS RECEIVING AND DESPATCH ABILITIES
* GENERAL OFFICE AND SHOP MAINTANANCE SKILLS
* GOOD HOUSEKEEPING
* GOOD COMMUNICATION SKILLS
* GOOD TRAINING SKILLS
* ABILITY TO USE INFORMED TECHNOLOGICAL SYSTEMS SUCH AS SURVEILLENCE CAMERAS AND COMPUTERS

**EDUCATIONAL BACKGROUND**

* NATIONAL DIPLOMA IN URBAN AND REGIONAL PLANNING (AWARD)-2013
* NATIONAL CERTIFICATE IN TOWN PLANNING(AWARD)- 2011
* CLASS ONE PLUMBING CERTIFICATE -2016
* BASIC ELECTRICITY IN INDUSTRY - 2008
* ORDINARY LEVEL HIGH SCHOOL PASS

**WORK EXPERIENCE**

**PERIOD:** 2008 - 2016

**COMPANY:** Vezulwazi Investments (**Bulawayo, Zimbabwe**)

**POSITION HELD:**  Supervisor

**DUTIES:**

* Supervising 3 branches of Supermarkets
* Researching and formulating sales/purchases framework
* Making Financial Statements and other accounting Records
* Any other duties assigned by senior personnel

 *OCT 2015-APRIL 2016 INTERN* ***ARTISAN PLUMBER*** *[ACCURATE CONSTRUCTION ZIMBABWE]*

 NOV 2014-SEPT 2015 INTERN **ARTISAN PLUMBER** (*RJK CONSTRUCTION- ZIMBABWE)*

*2 JAN 2012– 29 DEC 2012* **INTERN TOWN PLANNER (***Department of Physical Planning, Bulawayo, Zimbabwe*

*Jan 2007-March 2008-* **INTERN ELECTRICIAN** (*National Railways of Zimbabwe*)

**PERSONAL PROFILE**

GENDER : Male

NATIONALITY : Zimbabwean

RELIGION : Christian

DATE OF BIRTH : 13 October 1985

**LANGUAGES SPOKEN :** English, Shona & Ndebele

**ABILITIES**  : Quick learner, competitive and reliable

**DECLARATION**

I hereby declare that the above written statements are true in the best of my knowledge.