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| **RESUME MBUDZI**  **Cell: C/o 971504753686, Email** [**mbudzi.376532@2freemail.com**](mailto:mbudzi.376532@2freemail.com)  **Professional Qualifications**   * Higher National Diploma in Human Management, Kwekwe Polytechnic 2012, Zimbabwe * National Diploma in Human Resources Management, Masvingo Polytechnic College, 2010, Zimbabwe * National Certificate in Human Resources Management, Masvingo Polytechnic College, 2010, Zimbabwe * Certificate in Behaviour Change Programme, National AIDS Council * GCE Advanced Level Certificate 2005, 2 A Level subjects (6 points) * GCE Ordinary Level Certificate 2003, 8 subject passes including Mathematics and English   **.Computer packages**  MS Word, MS Excel, MS Access, MS PowerPoint, MS Publisher, Internet |  | * Gender- Female * Date of birth- 3 September 1987 * Nationality- Zimbabwean * Visa Status - Visit Visa * Marital Status- Single * Languages- English |

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| **Career history**   * Personal Assistant, General Beltings Zimbabwe October 2013- September 2017 * Receptionist cum Secretary to the General Manager, SIMBI (Pvt) Limited (Steelmakers Group of Companies August 2012 to September 2013 * HR Attaché, Morgenster Mission Hospital, January 2009 to December 2009   **Personal Assistant to the Human Resources Manager**  **General Beltings Zimbabwe, September 2013 – August 2017**   * Providing Human resources support services to the operations and administration departments * Compiling periodical Human resources statistics and industrial relations reports. * Answering calls, taking messages and handling correspondence of the Human Resources Department. * Managing The Human Resources Manager’s Diary. * Compiling daily discrepancies reports i.e. attendance report, late comers report. * Preparation and administration of time books and time cards. * Ensuring timeous submission of all statutory and non-statutory payments and returns (NEC, NSSA, Zimdef, Standards Development, PAYE) * Recruitment , selection and proper induction and settling in of all new employees * Maintaining all staff contracts and ensuring fixed term contracts timeously renewed or terminated procedurally, maintaining staff records through a filing system * Leave administration, record keeping and updating human resources database * Assisting both management and workers in interpreting/understanding the Human Resources Policies, procedures, rules and regulations and Labor Law * Assisting in Administering the Group Medical Aid Scheme and Group Funeral   **Receptionist cum Secretary to the General Manager**  **SIMBI (Pvt) Limited (Steelmakers Group of Companies) August 2012 to September 2013**  **Duties**   * Greet visitors and check for appointments. * Respond to queries in person, via telephone or emails. * Support and facilitate the completion of regular reports. * Front office administration i.e. receptionist duties * Answering calls, taking messages and handling correspondence in the General Manager’s Office * Manage agenda and arrange for meetings and appointments. * Preparing and disseminating correspondences, memos and reports. * File and update contact information of stakeholders. * Manage the levels of office supplies and taking orders from other departments. * Record keeping through hard copy and computer filing systems     **Key strengths**   * Focused and have the ability to work under pressure, cope with tight deadlines and workout with minimum supervision * Have strong interpersonal and communication skills with all levels of management and able to work with people of different nationalities and culture o Strong team player, fast learner and a problem solver * Ability to collect data, analyse and make informed decisions on the way forward of programs. * High levels of personal integrity, accountability, excellence and confidentiality with minimal supervision. * Ability to motivate and encourage team work amongst other staff members and work as part of a team and communicate effectively with a culturally diverse group of people. * Ability to take initiative work independently and judge multiple priorities without compromising high standards of performance and integrity. |