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| **RESUME MBUDZI****Cell: C/o 971504753686, Email** **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.
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