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|  | **Curriculum Vitae for** | | | |
|  | **CHARLES** | | | |
|  |  |  |  |  |
| **Personal Details** |  |  |  |  |
| Name | : | Charles | | |
| Date of Birth | : | 07 March 1994 | | |
| Sex | : | Male | | |
| Marital Status | : | Single | | |
| Religion | : | Christianity | | |
| Nationality | : | Zimbabwean | | |
| Languages | : | English and Shona | | |
|  | |  |  |  |
|  | | **Contact** | | |
|  |  |  | [Charles-395050@2freemail.com](mailto:Charles-395050@2freemail.com) | |
|  |  |  |  |  |



**Career Objectives**

* I am seeking an opportunity where I can use my experience and education to help the company to meet and surpass its goals, and where I can grow professionally and personally



**Skills and Strengths**

* Marketing and Sales Skills
* Investments and Strategic management skills
* Financial and Accounting management skills
* Exceptional communication, Creativity and imagination, Interpersonal, Influencer abilities, Business savvy, Analytic skills and numeracy
* System and Computer skills (Sage Evolution, Sage Pastel,Excel, Office package)
* Enthusiasm, Excellent IT, Numerical, Verbal communication, Teamworking, Resourcefulness, Commercial awareness, Problem solving, Leadership Skills.



**Previous Experience**

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| --- | --- | --- |
| **Position** | **:** | **Retail Regional Manager** |
| **Period** | **:** | **June 2017 – 31 March 2019** |

**Duties**

* recruiting, training, supervising and appraising staff
* managing budgets, maintaining statistical and financial records
* dealing with customer queries and complaints
* overseeing pricing and stock control
* maximising profitability and setting/meeting sales targets, including motivating staff to do so
* ensuring compliance with health and safety legislation
* preparing promotional materials and displays
* liaising with head office



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| **Position** | **:** | **Sales and Marketing Intern** |
| **Period** | **:** | **September 2015 – May 2017** |

**Duties**

* Develop sales opportunities by soliciting new accounts, building rapport, providing technical information, and explanations via email
* Provide customer service while working at the sales counter
* Establish and maintain effective communication and working relationships with coworkers, management team and other key stakeholders
* Manage existing customers in responding to their requests, develop network and product awareness
* Distributed marketing collaterals such as flyers; set up posters and streamers
* Performing weekly bank reconciliations and sending them to the head office using the Evolution accounting package.
* Promotional activities through personal selling and roadshows at Boka, TSF, Premier and Zlt Tobacco Floors.
* Managing sales accounts, performing sales and pitching of Omnia products.



**Professional Qualifications**

1. **Executive Masters of Business Administration (EMBA)(February 2019 – June 2020)**
2. **International English Language Testing System (IELTS) – overall Band 7**
3. **Safety, Health and Environment (SHE) Certificate (2018)**
4. **ACCA Diploma in Accounting (2018)**
5. **ACCA Ethics and Professional Skills Certificate – (2017)**
6. **Honors degree in Business Studies and Computing Science (HBSCT), UZ (2017)**



**Academic Qualifications**

**G.C.E A’ Level – 15 Points -- ST Peters Kubatana High School (2011– 2012)**

15 points {Mathematics(A), Business Studies(A), Geography(A)}



**Other Qualifications**

* Clean Class 2 driver’s license
* Drivers defensive licence
* Passport

