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| Juma |
|  |  |  | Juma-395624@gulfjobseeker.com  |
| EXECUTIVE SUMMARY |
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| Employment History |
| Human Resources Assistant Salaries AdministratorActing P/A to the Managing Director ● | 2008–Aug 2016 |
| Responsibilities:* Preparation of monthly salaries for the whole group
* Preparation of monthly statutory returns
* Leave administration
* Recruitment and selection
* Maintaining employees personnel files
* Training and human resources development
* Staff welfare and motivation
* Combining monthly reports
* Answering the telephone.
* Managing the Managing Director’s diary
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| P/A to the Security Manager ● | Jun 2007 - Dec 2007 |
| * Answering the telephone
* Receiving visitors
* Receiving and dispatching incoming and outgoing mail
* Faxing documents
* Typing
* Keeping the managers diary
* Ensuring that customers, suppliers and employees see and feel a good image of the organization.
* COMSEC payroll
* All the HR work for COMSEC
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| EDUCATION AND CERTIFICATION |
| BSc Honors in Sociology Gender and Development studies -Women’s University in Africa–2016Diploma in Personnel Management-Institute of Personnel Management in Zimbabwe (IPMZ)-2010Receptionist Certificate -Speciss College, Zimbabwe - 2005Certificate Business Administration-Reco College. Zimbabwe - 2004Certificate Grooming and Deportment -Milbum Academy, Zimbabwe - 2003Certificate Payroll Administration-(PROsoft) |
| SKILLS and Experience |
| * Exceptional organizational skills; these include highly effective time management skills.
* Confident and sociable; work effectively as an individual or as part of a team making use of the skills of negotiation, compromise and effective problem solving.
* Strong inter-personal skills and communication skills developed through liaising with colleagues, students and professionals.
* Computer literacy (MS Office)
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| PERSONAL INFORMATION |
| Citizenship: ZimbabweanVisa Status: Husband Visa |