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| Juma | | | | |
|  |  |  | [Juma-395624@gulfjobseeker.com](mailto:Juma-395624@gulfjobseeker.com) | |
| EXECUTIVE SUMMARY | | | | |
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| Employment History | | | | |
| Human Resources Assistant  Salaries Administrator  Acting 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 | | | | |
| 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 | | | | |
| EDUCATION AND CERTIFICATION | | | | |
| BSc Honors in Sociology Gender and Development studies -Women’s University in Africa–2016  Diploma in Personnel Management-Institute of Personnel Management in Zimbabwe (IPMZ)-2010  Receptionist Certificate -Speciss College, Zimbabwe - 2005  Certificate Business Administration-Reco College. Zimbabwe - 2004  Certificate Grooming and Deportment -Milbum Academy, Zimbabwe - 2003  Certificate 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) | | | | |
| PERSONAL INFORMATION | | | | |
| Citizenship: Zimbabwean  Visa Status: Husband Visa | | | | |