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**Personal Details**

**Name:** Herbert

**Email:**  Herbert-395953@gulfjobseeker.com

**D.O.B:** 07 November 1988

**STATUS**: Single

**NATIONALITY**: Zimbabwean

**SUMMARY OF EDUCATION**

**Qualifications**

* Three A’ Level Passes (Business Management, Economics and Geography)
* Ten O’ Level Passes (Including Mathematics and English)

**PROFESSIONAL SUMMARY OF HERBERT**

**Objective**

To utilize professional interaction and ability to stretch my intellectual competences to their limits, influencing the world around me, and globally, leaving it better than I would have found it.

**Summary**:

Highly motivated, flexible, and ability to work under stressful environments, with minimum supervision

**Work Experience:**

**EMPLOYER: HARDMONDS ENGINEERING (ZIMBABWE) JAN 2012-JAN 2013**

**Marketing Officer**

**Responsibilities**

* Preparation and reporting of daily, weekly and monthly sales reports
* Preparation of monthly stock reports
* Liaising with customers to ensure that customers get the right products at the right time and the payment period
* Establishing, developing and maintaining business relationships with current customers and prospective customers in the assigned territory to generate new business for the organization’s services
* Expediting the resolution of customer problems and complaints
* **Acknowledging and resolving customer complaints**
* **Responsible in managing customer queries and complaints**

**EMPLOYER: TM’ PICK n PAY SUPERMARKETS (ZIMBABWE) April 2015 Jan 2017**

**Customer care**

* Liaising with customers and problem solving
* Customer Care management
* Responsible in managing customer queries and complaints
* Ensure customer satisfaction and provide professional customer support

**Capabilities and competencies**

* Able to use MS Word, Excel, PowerPoint, the internet and data analysis packages (SPSS)
* Able to work under minimum supervision and work well with others
* Able to work efficiently
* Team building and conflict management skills
* Solution oriented, performing well under pressure
* Motivated and disciplined professional who focuses on timely delivery of quality output under minimal or no supervision

**Academic education**

**Educational Qualification**

* GCE ADVANCED LEVEL- Mazungunye High School (2007-2008)

 3 Passes: Economics- A, MOB- B & Geography- C

* GCE Ordinary level- FOKA College (2004- 2005)

 10 O’ LEVEL Passes including Mathematics and English

**Social interests**

* Reading business articles
* Watching movies and documentaries
* Watching soccer and tennis

**References available upon request**