

TAWANDA

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CAREER OBJECTIVE

Objective

* To obtain a challenging management, administrative, or technical position as deemed suitable to my skills, experience, and backgrounds
* to help a successful organisation or company expand further and
* to help myself grow further professionally, technically, and financially, to become an effective team player in a progressive organisation or company

PERSONAL PROFILE

Date of Birth :   05 March 1983

Sex :                 Female

Languages :     English and Shona

**WORKING EXPERIENCE**

Company : OneUrge Non-Profit Organisation

Position:   Secretary cum Public Relations Officer

Period:   2016  January  to Ongoing

Company: Midshire Investments

Position: Sales Executive. Period: April 2015 to January 2016

Position: Office Administrator Period April 2013 to April 2015

Company:   NewNet ITC Company

Position:     Receptionist

Period:         April 2012 To 30 March 2013

Company:  Midshire Investments

Position:   Administrator Assistant

Period:      March 2009 to March 2012

Company:  Sino Zimbabwe Cement Company

Position:  Management Accountant Assistant/Secretary

**EDUCATIONAL QUALIFICATIONS**

Institution:   Midlands State University

Degree :Bachelor of Commerce Honours in Business Management /Business Administration

Degree class 2.1

Institution: Regina Mundi High School

ADVANCED LEVEL  
Management of Business, Accounting, Geography

ORDINARY LEVEL

Ten subjects inclusive of English and Mathematics

# Skills

**AREAS OF EXPERTISE**

. Office procedures

. Reception support

. Customer service

. Data management

. Diary management

. IT skills

. Knowledge of Accounts

. Minute taking   
. Filing / archiving

**ADMINISTRATIVE ABILITIES**

* Maintaining an electronic and hard copy filing system.
* Providing training and orientation for new staff
* Coordinating and arranging repairs to office equipment.
* Comprehensive knowledge of Microsoft Word,Outlook, Excel and Access.
* Scheduling meetings and preparing agendas for them.
* Effective organizational skills.
* Organising travel & accommodation arrangements.
* Resolving administrative problems
* Supervising other clerical staff.
* Conducting research on behalf of managers.
* Scheduling and delegating administrative tasks
* Creating presentations and writing up reports

**PERSONAL ABILITIES**

* Attention to detail.
* Punctual and reliable.
* Can work without supervision.
* Ability to cope and work under pressure.
* Good written and verbal communication skills
* Able to work as part of a tea
* Having a patient outlook.
* Ability to multitask and manage conflicting demands
* Ability to prioritise

**COMPUTER SKILLS**

* Microsoft Package: Word, MS Excel(formulas and tables)
* Accounting packages- Sage 500, Pastel

**MEMBERSHIP**

* Junior Chamber International member
* OneUrge Non- Profit Organisation  
  (Environmental awareness
* Twimbos Giving Hope Non-profit      Unincorporated Association  
  (Charity organisation)