**CAREER OBJECTIVES**

To be an instrumental figure in the business industry and to enhance markedly resounding change in whatever sphere opportunity affords me. My key motive is driven by the need to specialize and develop an area of expertise, through gaining hands-on experience with an institution of overwhelming excellence that will give me mileage in securing a desired career path in Industrial Psychology.

**ASPIRATIONS**

To be an established young lady who is a useful member of society. I also wish my highly motivated, dynamic with the willingness to learn fast and adapt to any environment character will be a blessing in other people’s lives.

**QUALIFICATIONS**

BSc Psychology (Honours) Africa University (Zimbabwe) 2015

MSc Human Resources

Management and Development University of Salford (Manchester,

England) Pending results

Certificate in Mental Health First Aid Mental Health First Aid USA. 2015

Gymnastics and Tumbling Course Gymnastics Zimbabwe 2014

**CAREER CHRONOLOGY**

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| **COMPANIES:** | **PERIOD:** | **POSITION:** |
| Mineral Link Haulage | July 2015 – July 2018 | Human Resources Officer |
| Gymnastics Zimbabwe | December 2013-December 2014 | Sports Psychologist Intern |



**Chantel**

[chantel.382228@2freemail.com](mailto:chantel.382228@2freemail.com)

Dubai, UAE

**SKILLS MATRIX AND ACHIEVEMENTS**

I am a sociable and hardworking young lady with excellent interpersonal and communication skills, who is able to integrate well in all situations and work effectively with people from diverse backgrounds. I am a reliable, honest, punctual and trustworthy person who is able to perform well even with minimum supervision. I have the ability to work well as part of a team and can easily adapt to new environments. I am also computer literate with working knowledge of basic computer skills including Microsoft Office, SPSS and Internet Explorer and also have a clean Class Four driver’s license. I am also a keen researcher and fast learner who pay attention to detail as well as a compassionate and determined volunteer.

**WORK EXPERIENCE**

* Apart from the concepts I learnt during my four years in college, I have gained practical experience since 2013.
* I have mastered information technology experience through continued use of Microsoft Office as a whole.

**CONFIDENCE AND ATTITUDE**

* I have worked in the sports psychology department for a year and Human resources department for three years now. This has motivated me and built a positive attitude towards work itself. I now have a proactive rather than a reactive approach to problem solving and willing to take on challenges.
* The complicated work challenges improved my mental ability to analyze and diagnose complex issues.
* I am able to spot latent problems, identify alternatives, evaluate them and select the appropriate one which might be useful in solving the problem at hand. I also work in some sections where there was minimum supervision.
* I am also motivated by the will to learn.

**TIME MANAGEMENT**

* Duties I have undertaken over the years called for effective management of time in order to accommodate all issues within the set period given for them to be accomplished.
* Very aware that every objective and task should be set within reasonable and specific time bounds and therefore should be accomplished within those set parameters.
* I have an understanding that in real-working environment, it is not always that tasks are completed on a first-in first-out basis but there are some tasks which when they arise they have a higher priority than all the rest that could have been pending.

**CONFLICT RESOLUTION**

* My own goals are always subordinate to those of the larger entity and that my goals and interests are best serves by conforming to the goals of the authority.
* Diverse backgrounds are to be respected and I understand there is bound to be some form of friction in the workplace and how to handle such through dialogue and mutual understanding the differences ca be resolved.
* Handling conflicts also encompasses solving problem through speaking out about it and accepting advice offered by other people at any giving place within the workplace setting, weather it is from your co-workers or your mentors.
* I try to understand the people I work with at all times so that I will not cross their path unnecessarily.

**RESPONSIBILITIES**

* Help the gymnasts with conflict resolution
* Conducting flexibility tests
* Managing coping skills
* Motivation of gymnasts
* Recovery and team building
* Answering employee questions
* Processing incoming mail
* Creating and distributing documents
* Providing customer service to organization employees
* Serving as a point of contact with benefit vendors/administrators
* Maintaining computer system by updating and entering data
* Setting appointments and arranging meetings
* Maintaining calendars of HR management team
* Compiling reports and spreadsheets and preparing spreadsheets

***Recruitment/New Hire Process***

* Participating in recruitment efforts
* Posting job ads and organizing resumes and job applications
* Scheduling job interviews and assisting in interview process
* Collecting employment and tax information
* Ensuring background and reference checks are completed
* Preparing new employee files
* Overseeing the completion of compensation and benefit documentation
* Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
* Conducting benefit enrolment process
* Administering new employment assessments
* Serving as a point person for all new employee questions

***Payroll and Benefits Administration***

* Processing payroll, which includes ensuring vacation and sick time are tracked in the system
* Answering payroll questions
* Facilitating resolutions to any payroll errors
* Participating in benefits tasks, such as claim resolutions, reconciling benefits statements, and approving invoices for payment.

***Record Maintenance***

* Maintaining current HR files and databases
* Updating and maintaining employee benefits, employment status, and similar records
* Maintaining records related to grievances, performance reviews, and disciplinary actions
* Performing file audits to ensure that all required employee documentation is collected and maintained
* Performing payroll/benefit-related reconciliations
* Performing payroll and benefits audits and recommending any correction action
* Completing termination paperwork and assisting with exist interviews