**PONGO**

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Personal statement

An analytical and time bound Human Resources Manager and Sales Executive professional whose thorough and precise approach to projects has yielded tangible results. Notable achievements with my current employer include the reduction of staff turnover by 30% from 2016-2018.

Key Skills

* Interpersonal, Numerical and Technical Human Resources and Administration skills
* Proven understanding of HRM systems
* Project Management and high problem solving acumen
* Understanding of cross-cultural issues and business ethics

**Personal Information**

* Nationality: :Zimbabwean
* Gender :Male
* Marital Status :Single
* Driver’s License :Clean Class 2
* Location: :El Satwa, Dubai

Employment History

**Position : Human Resources Manager (***January 2019 to April 2019*)

**Company: Careerplus Recruitment Associates**

Duties and Responsibilities

* Maintenance and analytics of the Audit Office Staff establishment
* Planning and coordination of Human Resources Development and training plans and activity needs for the year.
* Supervising the coordination of job interviews for junior grades
* Monitoring the Minutes Secretary for Management Meetings as well as preparing a record of proceedings for senior management interviews, disciplinary hearings and all investigations
* Preparation and Submission of monthly reports to the Human Resources Manager, the Directors and the Top Management.
* Maintenance and analytics of the Audit Office Staff establishment
* Planning and coordination of Human Resources Development and training plans and activity needs for the year
* Leave Management and Maintenance of Organisational Records and Staff Personal Files
* Recruitment and Selection coordination
* Performance Management and Appraisal supervision

**Position : Senior Human Resources Officer** (*January 2015 to December 2018*)

**Company: Office of the Auditor-General, Zimbabwe (OAG)**

Duties and Responsibilities

* Maintenance and analytics of the Audit Office Staff establishment
* Planning and coordination of Human Resources Development and training plans and activity needs for the year.
* Coordination of job interviews for junior grades
* Minutes Secretary for Management Meetings as well as preparing a record of proceedings for senior management interviews, disciplinary hearings and all investigations
* Preparation and Submission of monthly reports to the Human Resources Manager, the Directors and the Top Management.
* Leave Management and Maintenance of Organisational Records and Staff Personal Files
* Recruitment and Selection coordination
* Performance Management and Appraisal supervision

Achievement:

* Designed the Audit Office Employee Database in close collaboration with the Human Resources team which led to easy access to employee data and tracking their movements within the organogram.

**Position : HR and Administration Assistant (**February 2012-November 2014)

**Company: Office of the Auditor-General**

Duties and responsibilities:

* Recruitment and Selection support
* Administering organisational and clerical support tasks.
* Preparing and organising files
* Responsible for handling front office reception and administration duties
* Managing and distributing information within an office i.e. answering phones, taking memos and maintaining files.
* Sending and receiving correspondence, as well as greeting clients and customers.

Achievement:

* Designed the preliminary departmental register in 2013

**Position : Sales Executive** (November 2010 – December 2011)

**Company: Regal Guard**

Duties and Responsibilities:

* Selling and marketing of retail products, goods and services to customers.
* Working with customers to find what they want,
* Creatimg solutions and ensure a smooth sales process.
* Finding new sales leads, through business directories, client referrals

Academic Qualifications

* **Bachelor of Science Degree in Human Resources Management**

Great Zimbabwe University, (2016)

* **Advanced Level (2009-2010)**

2 A Level Passes ( 7 Points)

* **Ordinary level (2005-2008)**

6 O’ Level Passes including English Language, Science and Mathematics.