

CURRICULUM VITAE FOR CHARITY

**Full Names**

Charity Matiba

Maiden Surname

Mtamangira

Residential Address

20 Berwick Drive

Famona

Bulawayo

Zimbabwe

Contact Number

Cell: +263 772 956 120

+263 715 719 660

E-mail Address

charitymatiba@gmail.com

Date of Birth

13 June 1981

Marital Status

Married

Nationality

Zimbabwean

ID Number

08-618422 Z 08

Passport Number

FN219024

Driver's License Number:

Class 4

986088LC

Personal Statement

I am goal oriented; a pacesetter and I am a result-based individual who believes in teamwork for the targets and objectives of any project to be effectively achieved. I am passionate about providing solutions to work-related problems.

Professional Qualifications

- **Master's in HRM – Lupane State University (in progress 2023)**
- **Bachelor's degree- LLB (HEQSF) University of South Africa (2017)**
- **Topflight Secretarial Certificates, Denmark College (2001)**
- **Pitman LCCI Public Relations, Denmark College (2001)**
- **3 GCE Advanced Level, Methodist Training College (1999)**
- **6 GCE Ordinary Level, Northlea High School, (1997)**

Skills and Competencies

- Highly motivated, innovative, and well-groomed individual
- Excellent administrative skills, goal-oriented, and able to pay attention to detail.
- High passion for adding value as well as proactively maintaining high-quality standards.
- Excellent time management, project planning, analytical thinker, problem solver

Computer literacy – MS Word, MS Office, MS Excel, MS PowerPoint, MS Access.

Spoken languages: English, Shona & Ndebele

Work Experience

1. **Current Employer:** **BDO Zimbabwe Chartered Accountants**
Position: **Administration Assistant**
Reporting to: **Practice Supervisor**
Period of Employment: **August 2019 – Present**

Duties & Responsibilities

- Office Administration / Front Office Management
- Switchboard Management
- Records Management / Resource monitoring
- Data Capturing
- Business Development
- Business Meeting Minutes
- Events Management - seminars, workshops
- Payroll Administration & Computations
- Preparation of Statements / Invoices
- Pastel- posting data entries.

2. **Employer:** **Holland Funeral Assurance**
Position: **Human Resources & Customer Care Officer**
Reporting to: **Managing Director**
Period of Employment: **January 2019 – July 2019 (Contract based)**

Duties & Responsibilities

- Internal Human resources Administration-recruitment and selection, handling interviews, and terminations & handling conflicts, training and development management, payroll administration.
- Customer Care Relations

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3. **Employer:** PNA Chartered Accountants Bulawayo
Position: Judicial Management Administrator / Receptionist
Reporting to: Partners/ Office Administrator
Period of employment: July 2015 - February 2016

Duties/responsibilities

- Preparing monthly reports for the High Court – for all Judicial Management / Liquidation Clients.
- Managing all communication / correspondence with the Deputy Master of the High Court.
- Managing reception/ switchboard by screening / answering and transferring incoming calls, recording, and distributing business telephone messages.
- Compiling telephone / printer costs Monthly Reports.
- Handling Petty Cash, taking minutes, filling, handling incoming and outgoing mail, stationery management, handling any other general office administration.
- Carrying out any other duties as assigned by the Partners / Office Administrator.

4. **Employer:** Family Impact Zimbabwe
Position: Executive Personal Assistant to the Executive Director
Reporting to: Executive Director
Period of employment: January 2008 – December 2013

Duties/Responsibilities

- Typing, file management (both paper and electronic), taking minutes for meetings, handling office stock and stationery management and project Management.
- Organizing electronically the Executive Directors' travel and office diary.
- Report Writing.
- Events Planning.
- Supervising reception & grounds staff.
- Basic Bookkeeping
- General Office Administration

5. **Employer:** Dr A. Chinhara Orthodontic Practice
Position: Receptionist
Reporting to: Office Administrator
Period of employment: January 2002 – October 2007

Duties/responsibilities

- Attending to all incoming calls, typing, filling, booking appointments and attending to patients.
- Supervising grounds staff.

6. **Employer:** Scripture Union Zimbabwe
Position: Peer Educator -Volunteer
Reporting to: Team Leader
Period of employment: January 2001 – November 2001

Duties/responsibilities

- Teaching Life skills, HIV, & AIDS programs to school children in both primary and secondary schools.
 - Planning and organizing camps.
 - Occasionally managing reception and the book library
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Social Interests

- Travelling and meeting new people
- Mentoring others
- Singing, reading, cooking & Baking

References

1. Miss Lynne Knight

Family Impact Africa / Zimbabwe Car Hire
45 Heyman Rd Suburbs, Bulawayo
Contact No: + 263 712 600 183
Email: familyimpactlynn@gmail.com

2. Mr. Philip Ndlovu

PNA Chartered Accountants
100A Samuel Parirenyatwa Street, Bulawayo
Contact No: 0772 137 974
Email: pndlovu@pnacharteredaccountants.com

3. Mr. Noah Mataga

BDO Zimbabwe Chartered Accountants
34 Lawley Rd Suburbs, Bulawayo
Contact Number: +263 774036731
Email: nmataga@bdo.co.zw
