

Curriculum Vitae

Francis Mawire

Profile

With 4 years of experience in Business Administration and Sales, I have developed a strong skill set that includes attention to detail, confidentiality, and efficiency. I am adept at managing schedules, coordinating meetings, and streamlining office operations. My commitment to professionalism ensures that every task is error-free. I am seeking a role where I can contribute my skills and help the organization succeed.

Personal Information

Gender : Male

Date of Birth : 12 February 1995

Marital Status : Married

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Driver's License : Class 4



PROFESSIONAL EXPERIENCE

Cater For You Private Limited | January 2019–Present

Administrator: Reporting to the managing director. responsible for overseeing the day-to-day operations of the kitchen and facilitating meetings with clients.



KEY ACHIEVEMENTS

1. Organizing and Managing Information:
 - Receiving orders for day-to-day operations and advising to the head chef in real-time.
 - Issuing delivery notes for all orders of food and equipment hired.
 - Billing of all clients served.
 - Keeping track of employees' records and filing.
2. Sales
 - Responding to inquiries from clients from various social media platforms.
 - Issuing of quotations for various menu requests
 - Coordinating client meetings and curating dream events for each client.
 - Diarizing of follow-ups, anniversaries, and all client information.
3. Preparation of reports
 - Cost-based reports.
 - Budget forecasting
4. Procurement
 - Managing reordering of supplies
 - Leasing with various suppliers and negotiating for better products and pricing.
5. General Support
 - Handling internal and external inquiries
 - Being the point of contact between management and employees.

RELEVANT SKILLS

- Proven experience as an Administrative Assistant
- Competent in Sales Operations
- Knowledge of office management systems and procedures.
- Proficiency in Micro soft office packages
- Excellent time management, organizational, and communication skills.

EDUCATION

Catholic University in Zimbabwe

Bachelor of Business Management and Information Technology Honours -
Pass
(2014 – 2018)

Elephant College

Ordinary level 5 Passes
(2010 – 2011)

Advanced Level 2 Passes
(2012 - 2013)



REFERENCES

Cater For You

Accountant

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Ashley Murisa

Cater For You

Managing Director

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Leonora Mawire