



CURRICULUM VITAE FOR VAIDA CHAWANDA

Personal details

Date of Birth:	03/01/1988
Gender:	Female
Languages:	English, Zulu, Chewa, Shona
Marital Status:	Single
Educational Attributes:	B.Sc. Hons. Psychology

Contacts

Cell:	067 005 2521/074 320 9209
Email :	hazvineivai@gmail.com
Address:	19 Heath Avenue Primrose Germiston,1401

Career Objective

Looking for a challenging position in your organization that appreciates and allows me to gain a wide range of professional skill and experience while I contribute immensely to growth the organization.

Work Experience

1. Position :Administrative Clerk

Company: Car Service City

Duties: Invoicing, Quoting, Entry level Pastel, Filling, Reception

Duration: -March 2019 to date

2. Position: Business Development Officer Period: March 2017-Jan 2019

Company: Vumilia Africa Group.

Duties: Tender Applications, Proposal Creation and Administration, Training Administration, Events Management, Reception, Quoting and Invoicing

3. Position: Student Administrator Period: July 2016-January 2017

Company: College of Chartered Accountants. s

Duties: Filling, Invoicing and Quoting, Bank Reconciliations, Reception, Creating and Administering Proposals (Follow-ups and Liaising with Clients)

4. Position: Administrative Clerk Period: March 2015-March 2016

Company: Car Service City

Duties: Filling, Entry level bookkeeping, Quoting & Invoicing, Buying, Reception, wages, Bank Reconciliations

5. Position : Cashier Period: Jan 2014-Dec 2015

Company: Olives & Plates

Duties: Till Operator, Cleaning, Daily Tendering of cash

ACADEMIC QUALIFICATIONS

1. SAQA Evaluation results: NQF Level 7: Credits 360

2. Bachelor of Science Honours Degree in Psychology, (University of Zimbabwe, 2010 - 2013). Overall degree class 2.1

3. Executive certificate in Programme and Project Monitoring and Evaluation (M & E) (University of Zimbabwe, October 2012-June 2013).Results Pass

4. Three (3) Advanced Level Passes (Arts), (Sakubva High 1 Mutare, Zimbabwe, 2006)
Result - 9 points

5. Ordinary Level, (Sakubva High 1 School, Mutare, Zimbabwe, 2004)
Results - 8 passes including Mathematics, Science and English

COMPUTER LITERACY

- Ms Word, Ms Excel, Ms Access, Ms Power point, Internet ; E-mail

PERSONAL ATTRIBUTES

- Code 8 driver's license
- Ability to handle responsibilities, excellent organizational and planning skills
- Excellent interpersonal skills, written and verbal communication skills
- Ability to work under pressure and to meet deadlines
- Target driven
- Proactive and ability to use own initiatives
- Ability to work under little or no supervision, Capable of working in teams

REFERENCES

1. Car Service City

Managing Director

Mr W. Makahaneni

Cell: 066 220 1150

Email: wellie.mak@gmail.com

2. College of Chartered Accountants

Director & CEO

Mr T. Mwale

Cell: 076 973 0167

Email : trevor@cacollege.co.za

3. Vumilia Africa Group

Director & CEO

Mr R. Shumba

Cell: 0788866634

Email : rabison@vumiliaafricagroup.co.za

4. Car Service City

Franchise Owner

Edmore mandizha

Cell : 082 482 5154

Email : emandizha@carservicecity.co.za

