**CURRICULUM VITAE**

**MEMORY CHAKURIRA**

Mobile number: +27644262162

Email:[memorychakurira8@gmail.com](mailto:memorychakurira8@gmail.com)

Languages: English and Shona

Other: Valid passport (FN229905）

**VISION AND OBJECTIVES**

I am seeking for a position, aiming to utilize my skills and abilities for the growth and benefit of the Company. I am looking forward to working in a challenging and competitive environment where strong sense of responsibility and commitment is required.

**SKILLS & ATTRIBUTES**

* Report writing skills and time management skills
* Sales and Marketing
* Data Entry
* Fluent in English
* Honest, transparent and dedicated
* Ability to work under pressure
* Excellent research and report skills
* Strong business management and follow up skills
* Excellent interpersonal and communication skills
* Excellent spelling, proofreading and computer skills.
* Ability to maintain confidentiality

**PROFESSIONAL EXPERIENCE**

**Chifen Engineering and Hardware 2011-2015**

**Sales and Admin**

* Efficiently maintained healthy client relationships.
* Assisted in increasing daily sales targets to reach the monthly quota.
* Designed a customer management list of all clients and an organized filing system.
* Visited customer sites to perform upgrades and new lines of service activations.
* Basic accounting
* Data entry

**RUSTENBURG CLOOF RESORT 2015-2017 (**December**)**

**Housekeeper**

**.** Performing a variety of cleaning activities such as sweeping, mopping, dusting and polishing.

**.** Ensuring all rooms are cared for and inspected according to standards

**.** Protecting equipment and making sure there are inadequacies

**.** Notify superiors of any damages, deficits and disturbances

**.** Deal with reasonable complaints / requests with professionalism and patience

**.** Check stocking levels of all consumables and replace when appropriate

**.** Adhere strictly to rules regarding healthy and safety and be aware of any company-related practices

**LABMAB ENGINEERING (SOUTH AFRICA)** Feb 2018-To Present

**Service Admistrator**

* Meeting and greeting clients and visitors to the office.
* Typing documents and distributing memos.
* Handling incoming / outgoing calls, correspondence and filing.
* Faxing, printing, photocopying, filing and scanning.
* Responsible for purchase orders.
* Raising of purchase orders and invoice tracking.
* Creating and modifying documents using Microsoft Office.
* Establishing and maintaining positive relationship with customers.
* Setting up and coordinating meetings and conferences.
* Making positive and tangible contribution towards the company’s growth through good service.
* Resolving product or service problems by clarifying the customer's complaint, determining the cause of the problem, selecting and explaining the best solution to solve the problem, expediting correction or adjustment and following up to ensure resolution Updating, processing and filing of all documents

**EDUCATION AND QUALIFICATIONS**

Magura High School

GCSE 5 O’levels ZIMSEC

**TECHNICAL SKILLS**

* Microsoft Office Suite
* Internet
* Email
* Social Media
* QuickBooks
* Sage
* Outlook

**Referees**

AVAILABLE UPON REQUEST