



Aisha Tapambwa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a honest , hardworking lady . I am fluent in English , great communication skills and interpersonal relations . I can adapt quickly to new work systems and environments, jobs within customer relations, office assistant in any industry are ideal as I hold a Business Management Degree, as well as customer care and general work as I can easily tackle these too. I would appreciate a chance to prove my skills in an organisation , learn and grow in it .

Preferred occupation	Other jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1991-07-14 (33 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2017.02 iki 2018.02
Company name	Nicmil service
You were working at:	Personal assistant
Occupation	Engen Glenview area 8, Harare , Zimbabwe
What you did at this job position?	Handle all office calls and customer complaints, maintain stock levels , site supervision, day to day banking , filling and bookkeeping

Working period **nuo 2013.11 iki 2014.07**

Company name Ministry of Youth Indigenization and Economic Empowerment in Zimbabwe

You were working at: Jobs for students

Occupation Empowerment office , Harare , Zimbabwe

What you did at this job position? Approve youth loan applications , review proposals , take minutes in board meetings , accompany directors to seminars and conferences, write reports from events

Education

Educational period **nuo 2011.08 iki 2015.06**

Degree Degree

Educational institution Chinhoyi University of Technology

Educational qualification Honour Degree in Entrepreneurship in Business Management

I could work In personal assistant , management , HR and customer relations jobs

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	very good

Computer knowledge

I know how to operate a computer , send emails , I can type fast aswell.

Conferences, seminars

I have great communication skills interpersonally and in front of crowds as well .With understanding to the topic or content I am to present to a crowd or group , I can confidently address and get the message across . I did a lot of presentations in seminars at school studying my degree in business management. I have also been present in board meetings with directors taking minutes in my attachment year at the Ministry of Youth Empowerment , so I am confident I can handle conferences and seminars .

Additional information

Your hobbies I love to read
Explore new places
Meet new people and engage up and close
Traveling