



Angeline Tapambwa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job as an administrator. I am an accomplished and energetic administrator with a solid history of achievement in administration. Motivated leader with strong organizational and prioritization abilities. Areas of expertise include administration and management, critical thinking and coordination and monitoring.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1968-11-11 (56 years old)
Gender	Female
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 2015.07 iki 2016.07
Company name	Ranchlock Trading
You were working at:	Florists
Occupation	Administrator
What you did at this job position?	Plan, administer, and control budgets, maintain financial records, and produce financial reports. Appoint individuals to department positions, and evaluate their performance. Direct activities of administrative departments such as admissions, registration, and career services. Direct, coordinate, and evaluate the activities of personnel, including support staff. Formulate strategic plans for the institution. Consult with government regulatory and licensing agencies to ensure the institution's conformance with applicable standards. Participate in committee activities. Direct and participate in institutional fundraising activities. Audit the financial status of student organizations and facility accounts. Oversee facilities management including construction, repair, and maintenance projects.

Working period	nuo 2013.04 iki 2015.02
Company name	PHD Ministries
You were working at:	Administrators
Occupation	Call Center Supervisor
What you did at this job position?	Maintain records of daily data communication transactions, problems and remedial actions taken. Develop training materials and procedures, or train users. Confer with customers by telephone or in person to provide information about products or services or obtain details of complaints. Keep records of customer interactions or transactions, recording details of inquiries, complaints, or comments, as well as actions taken. Refer unresolved customer grievances to designated departments for further investigation. Train employees, and evaluate their performance. Resolve customer complaints. Answer telephones and give information to callers, take messages. Create, maintain, and enter information into databases. Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material. Complete forms in accordance with company procedures. Compose, type, and distribute meeting notes, routine correspondence, or reports, such as presentations or expense, statistical, or monthly reports. Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions. Establish work procedures or schedules and keep track of the daily work of clerical staff. Supervise other clerical staff and provide training and orientation to new staff. Train and assist staff with computer usage.

Working period	nuo 2009.01 iki 2013.01
Company name	Alexandra Park School
You were working at:	Administrators
Occupation	Bursar
What you did at this job position?	Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards. Report to management regarding the finances of establishment. Establish tables of accounts and assign entries to proper accounts. Develop, implement, modify, and document record-keeping and accounting systems, making use of current computer technology. Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs. Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities. Use computers for various applications, such as database management or word processing. Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll. Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals. Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced. Create, maintain, and enter information into databases. Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material. Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions. Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs. Complete forms in accordance with company procedures. Maintain scheduling and event calendars. Operate electronic mail systems and coordinate the flow of information, internally or with other organizations. Coordinate conferences, meetings, or special events, such as luncheons or graduation ceremonies. Compose, type, and distribute meeting notes, routine correspondence, or reports, such as presentations or expense, statistical, or monthly reports. Conduct searches to find needed information, using such sources as the Internet. Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions. Establish work procedures or schedules and keep track of the daily work of clerical staff. Manage projects or contribute to committee or team work. Order and dispense supplies.

Working period	nuo 1992.02 iki 2008.11
Company name	Hallingbury Primary School
You were working at:	Administrators
Occupation	Bursar
What you did at this job position?	<p>Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards. Report to management regarding the finances of establishment. Establish tables of accounts and assign entries to proper accounts. Develop, implement, modify, and document record-keeping and accounting systems, making use of current computer technology. Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs. Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities. Use computers for various applications, such as database management or word processing. Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll. Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals. Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced. Create, maintain, and enter information into databases. Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material. Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions. Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs. Complete forms in accordance with company procedures. Maintain scheduling and event calendars. Operate electronic mail systems and coordinate the flow of information, internally or with other organizations. Coordinate conferences, meetings, or special events, such as luncheons or graduation ceremonies. Compose, type, and distribute meeting notes, routine correspondence, or reports, such as presentations or expense, statistical, or monthly reports. Conduct searches to find needed information, using such sources as the Internet. Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions. Establish work procedures or schedules and keep track of the daily work of clerical staff. Manage projects or contribute to committee or team work. Order and dispense supplies.</p>

Education

Educational period	nuo 2010.01 iki 2011.05
Degree	Masters
Educational institution	Chinhoyi University of Technology
Educational qualification	Masters of Science in Strategic Management Degree

Educational period **nuo 2007.08 iki 2010.06**
 Degree Masters
 Educational institution Women's University in Africa
 Educational qualification Masters Degree in Business Administration

Educational period **nuo 2004.08 iki 2007.06**
 Degree Degree
 Educational institution Women's University in Africa
 Educational qualification Bachelor of Science Degree in Management and Entrepreneurial Development Studies Specialised in Finance and Banking

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Windows
 Microsoft Office
 Pastel

Conferences, seminars

Women in Enterprise Conference 2016
 Women in Business Conference 2013
 ZITF International Business Conference 2016

Recommendations

Contact person Rufaro Chirume
 Occupation Director
 Company Mount of Olives Trading
 Telephone number +263778561129
 Email address rchirume@gmail.com

Additional information

Your hobbies reading
 going to church
 traveling
 Driver licenses B Light Vehicle ≤ 3,500kg
 Driver license from 2010-05-00 (14 years)
 Salary you wish 20000 R per month
 How much do you earn now 16000 R per month