



Gamuchirai Plaxedes Chanakira

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for administrative and IT jobs.

I am a highly motivated and dedicated individual, and I have been trained to deliver within high-pressure deadlines consistently. I have overseen the company's internal and external communication and facilitation of meetings. I also maintain a strong communication skillset as I attend to clients in an approachable manner.

I have experience in working in a fast-paced environment where you need quick solutions for any difficulties that come up instantly. I believe my attitude and abilities perfectly fit this role. I have also gained extensive marketing and customer care knowledge in several programmes I have been assigned. My experience has helped me develop the necessary communication skills essential for administrative roles. I am confident that my problem-solving and organisational abilities can help your organisation achieve its short and long-term objectives. I believe in constant learning and development and always look forward to being a part of a team as dynamic as yours.

Preferred occupation	Receptionist
	Administrative jobs
	Computer technician
	IT, computing jobs
Preferred work location	Johannesburg
	Gauteng

Contacts and general information about me

Day of birth	1994-11-22 (31 years old)
Gender	Female
Residential location	Johannesburg
	Gauteng
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

Working period	nuo 2020.01 iki 2023.03
Company name	United Exports
You were working at:	Receptionist
Occupation	Administrative Assistant
What you did at this job position?	Administrative Assistant • Answered and directed all incoming calls and managed enquiries promptly and professionally • Welcoming visitors, ensured they were signed in, and directed them to the relevant office area • Keeping an inventory of office supplies and ordering new materials as needed • Sending meeting invites to attendees • Taking and delivering messages • Maintaining office equipment and managing office supplies • Data entry and record keeping • Handling clerical support tasks • Organize office events as necessary • To help visitors and employees in all communication • Conducting all work in compliance with the stipulated SHERQ procedures • Any other duties as assigned by the manager

Education

Educational period	nuo 2014.05 iki 2018.04
Degree	Diploma
Educational institution	Mutare Polytechnic
Educational qualification	Diploma in Information and Communication Technology
I could work	Administrative Assistant

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	basic	good	do not know

Computer knowledge

Able to work with any Softwares and extremely experienced in Ms Office

Recommendations

Contact person	Brenda Ngwenya
Occupation	Manager
Company	United Exports
Telephone number	+27615321564
Email address	brendangwenya66@gmail.com

Additional information

Your hobbies	cooking reading travelling
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2019-03-00 (6 years)

Salary you wish	8000 R per month
How much do you earn now	00 R per month