

ALBERT MACHANDO

Curriculum Vitae



CONTACT

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✉ albertjrmachando@gmail.com

📍 Aleje Raclawickie,
Lublin(willing to relocate.)

EDUCATION

TERTIARY EDUCATION

Vincent Pol University

Long-Cycle MSc in Physiotherapy

2022 - Current

HIGH SCHOOL DIPLOMA

Vimbai High School , Zimbabwe

2017 - 2019

*Major Subjects : Business Studies
and Economics*

*Achieved a symbol C (60%+) in
Business Studies*

• *Achieved a symbol C (60%+) in
Economics*

SKILLS

- Customer Relations
- Data analysis
- Project Management
- Communication Skills
- Financial Operations

Additional Experience

- Fitness Training
- Part-time Massage Therapist

PROFILE

I possess a strong foundation in research, consulting, customer service, and order management. My skill set includes strong analytical capabilities, attention to detail, and the proven ability to effectively manage projects to ensure client satisfaction and adherence to quality and budget standards. I am adept at managing client interactions across various channels, such as phone, email, and LiveChat, and possess experience in data analysis and database management. I am committed to professional growth and am willing to undertake diverse roles.

WORK EXPERIENCE

RESEARCH AND CONSULTING ASSISTANT

BALATENGMAMBO CONSULTING Pvt Ltd (Remote)

October 2022 - June 2024

I managed research projects, ensuring quality, budget adherence, and client satisfaction. I conducted research, analyzed data, and contributed to client reports. I communicated with clients via phone, email, and LiveChat, improving my skills. I also organized research databases and identified ways to enhance project outcomes.

CLIENT SERVICES AND ORDER MANAGEMENT

RASHPHARMACEUTICALS Pvt Ltd (On-Site)

June 2019 - August 2021

Coordinated medication deliveries in collaboration with the logistics and pharmacy departments to fulfill customer requirements. Oversaw the financial operations of the company, including billing, invoicing, and payment processing, to ensure precision and efficiency.

**Employment Reference Available On Request.*

ALBERT MACHANDO

COVER LETTER

Dear Hiring Manager,

I am excited to submit my application and share that I am actively pursuing diverse job opportunities across various fields. As a third-year student in my 5th semester of Master's Long-Cycle Physiotherapy studies at Vincent Pol University, I have gained exposure to Customer Service, Office Administration, Sales. I believe that my adaptable nature and essential qualities make me a strong candidate for any available job position. These qualities include:

- Paying careful attention to detail
- Performing efficiently both independently and as part of a team
- Thriving under pressure and staying composed in stressful situations
- Being flexible and adapting to various work environments, even if they are not directly aligned with my current skills or qualifications

I am keen and open to exploring any job opportunity offered to me and I am looking forward to the possibility of discussing further. Please feel free to reach out if you have any additional queries. Thank you for your time and consideration.

Sincerely,



Albert Machando
