

Plot Number 1 Amavula Mushandike Mashava
Masvingo
2 November 2025

The Human Resources Manager
HR4000/2025
Email: cvsrecruitment148@gmail.com

Dear Sir/Madam,

Re: Application for a Position in Your Retail Restaurant Chain advert HR4000/2025

I am writing to express my interest in the advertised vacancies within your busy retail restaurant chain. I am confident that my academic background, skills, and personal attributes make me a suitable candidate for your team.

I possess a minimum of five O-Level passes, including English Language and Mathematics. In addition, I have developed strong communication, analytical, and computer literacy skills through both my education and previous work experiences. I am particularly adept at written and verbal communication, and I take pride in my attention to detail, adaptability, and commitment to delivering excellent service in a fast-paced environment.

I am a quick learner with a strong sense of teamwork and professionalism. My goal is to contribute positively to your organization by upholding high standards of efficiency, customer satisfaction, and operational excellence. Having a Diploma in Purchasing and Supply Management qualifications further enhances my readiness to take on responsibilities and grow within your establishment.

I would be grateful for the opportunity to discuss how I can contribute to your team's success.

Thank you for your time and consideration. I look forward to your favourable response.

Yours faithfully,
Kaneesha Rutendo Zhou

Curriculum vitae

Personal details

- Kaneesha Rutendo Zhou
- kaneesharzhou@gmail.com
- 0783359104
- Plot Number 1 Amavula
Mushandike Mashava
0000 Masvingo
- 14 October 1999
- Masvingo
- Female
- Zimbabwean

Skills

Strong conceptual and analytical thinking	● ● ● ● ●
Inventory Control	● ● ● ● ●
Computer literacy (MS Word, Excel, and email)	● ● ● ● ●
Negotiation Skills	● ● ● ● ●
Customer service-oriented attitude	● ● ● ● ●
Procurement Systems	● ● ● ● ●

Languages

English	● ● ● ● ●
Shona	● ● ● ● ●

Hobbies

- Reading business journals
- Cooking new recipes
- Volunteering
- Travelling

Education

Jun 2021 - Dec 2025

Diploma in Purchasing and Supply Management
Masvingo Polytechnic, Masvingo

Recent Purchasing and Supply Management graduate with strong expertise in procurement planning, inventory control, logistics coordination, and supplier relationship management. Proficient in procurement systems, Microsoft Excel, SAP, and supply chain analytics, with practical experience in tendering, contract administration, and cost optimization. Adept at ensuring value for money, transparency, and efficiency in sourcing and distribution processes. Highly organized, detail-oriented, and results-driven, with a passion for applying analytical and negotiation skills to strengthen organizational performance and enhance supply chain effectiveness.

Employment

Jan 2023 - Dec 2023

Intern

Ministry of Education(BSPZ), Masvingo

During my attachment at the Ministry of Education (BSPZ), I was involved in various procurement and supply activities, including sourcing quotations from suppliers, evaluating bids, and assisting in the purchasing of goods and services in compliance with government procurement procedures. I also helped in the preparation of purchase orders, maintenance of procurement records, and coordination of deliveries, ensuring transparency, value for money, and efficiency in the supply process. This experience enhanced my understanding of public sector procurement, supplier management, and inventory control.

References:

Mr Chigaba -DSI

0773003558

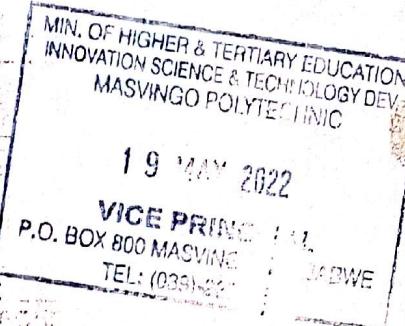
Ms Muzvidziwa- Supervisor

0773516308

HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)

INDIVIDUAL STATEMENT OF RESULTS

CANDIDATE NUMBER : 0422005L00049
 COMMENT : AWARD
 SURNAME : Zhou
 FIRST NAMES : Kaneesha Rutendo
 INSTITUTION NAME : Masvingo Polytechnic
 COURSE LEVEL : N.C.
 COURSE TITLE : Purchasing And Supply Management



PAPER No.	APPROVED SUBJECT TITLES	GRADE	DATE
310/13/S01	Basic Accounts	C	04/2022
310/13/S02	Basic Communication	C	04/2022
310/13/S03	Business Mathematics And Statistics	C	04/2022
310/13/S04	Introduction To Law	C	04/2022
310/13/S07	Introduction To Computers	C	04/2022
371/13/S05	Introduction To Purchasing And Supply	C	04/2022
371/13/S06	Stores Administration And Stock Control	C	04/2022
371/19/S07	Skills Proficiency	C	04/2022
401/19/S01	National Studies	C	04/2022
402/19/S01	Entrepreneurial Skills Development	C	04/2022

SUBJECT GRADING SYSTEM

49% and Below	FAIL-----	(F)
50% to 59%	PASS-----	(P)
60% to 79%	CREDIT-----	(C)
80% to 100%	DISTINCTION-----	(D)

DISQUALIFICATION--(X) EXEMPTED----- (E) DEFERRED---(R)

**** Please note that this statement of results is not a certificate and is issued without any alterations.

B N° 168906



ZIMBABWE

MINISTRY OF HIGHER AND TERTIARY EDUCATION, INNOVATION, SCIENCE AND TECHNOLOGY DEVELOPMENT

KANEESHA RUTENDO ZHOU

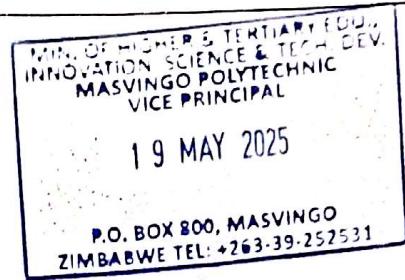
This is to certify that
has been awarded the
NATIONAL CERTIFICATE
PURCHASING AND SUPPLY MANAGEMENT
on the 30th day of APRIL 2022
Having satisfied the Examiners in the designated areas, and
is therefore entitled to the professional privileges and responsibilities emanating therefrom.

Secretary for Higher and Tertiary Education,
Innovation, Science and Technology Development

HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)

INDIVIDUAL STATEMENT OF RESULTS

CANDIDATE NUMBER : 1122005L00151
 COMMENT : AWARD
 SURNAME : Zhou
 FIRST NAMES : Kaneesha Rutendo
 INSTITUTION NAME : Masvingo Polytechnic
 COURSE LEVEL : N.D.
 COURSE TITLE : Purchasing And Supply Management



PAPER No.	APPROVED SUBJECT / MODULE TITLES	GRADE	DATE
401/19/S01	National Studies	E	11/2022
402/19/S01	Entrepreneurial Skills Development	E	11/2022
500/15/S01	Business Communication	C	11/2022
500/15/S02	Principles Of Economics	C	11/2022
500/15/S03	Financial Accounting 1	C	11/2022
500/15/S04	Commercial Law	P	11/2023
500/15/S05	Management	C	11/2022
500/15/S06	Quantitative Techniques	P	04/2025
500/15/S09	Cost And Management Accounting 1	D	11/2024
500/15/S12	Computer Applications	D	11/2022
500/15/S15	Research Methods	C	11/2024
526/15/S01	Human Resources Management 1	C	11/2024
531/15/S01	Principles Of Marketing	C	11/2024
543/21/S01	Public Procurement	D	11/2024
543/21/S02	Principles Of Purchasing And Supply	C	11/2022
543/21/S03	Industrial And Services Procurement	C	11/2024
543/21/S04	Logistics And Distribution Management	C	11/2024
543/21/S05	On The Job Education And Training	D	11/2024
543/21/S06	Skills Proficiency	D	11/2024
550/21/S01	Principles Of Shipping & Freight Forwarding Management	C	11/2024

SUBJECT GRADING SYSTEM

49% and Below	FAIL-----	(F)
50% to 59%	PASS-----	(P)
60% to 79%	CREDIT-----	(C)
80% to 100%	DISTINCTION-----	(D)

DISQUALIFICATION--(X) EXEMPTED--(E) DEFERRED--(R) NULLIFIED--(N)

**** Please note that this statement of results is not a certificate and is issued without any alterations.



ZIMBABWE SCHOOL EXAMINATIONS COUNCIL

ZIMBABWE GENERAL CERTIFICATE OF EDUCATION AT ORDINARY LEVEL

This is to certify that the candidate named below sat the Zimbabwe General Certificate of Education Examination at Ordinary Level and attained at least grade E in the subject(s) named.

060245/3203

ZHOU KANEESHA R

EXAMINATION OF NOVEMBER 2017

MUCHEKE NO.2 NDARAMA SECONDARY SCHOOL

ENGLISH LANGUAGE
RELIGIOUS STUDIES
HISTORY
GEOGRAPHY
SHONA
MATHEMATICS
INTEGRATED SCIENCE
COMPUTER STUDIES
COMMERCE

NUMBER OF SUBJECTS RECORDED : NINE
NUMBER OF SUBJECTS GRADED C OR BETTER : EIGHT

A (a)
A (a)
A (a)
A (a)
A (a)
D (d)
B (b)
C (c)
B (b)



L.M.Nyagura

D.Nhandara

Professor L.M. Nyagura
Chairman - ZIMSEC Board

Not valid without a lion's head hologram.
This is a secure document using special
papers and inks. Hold up to the light to
verify that the Zimbabwe Bird watermark
and embedded metal thread can be seen
through the paper.

5049622



E.S. Nhandara
Director - ZIMSEC

No reliance should be placed on the
accuracy of this Certificate should there
be an alteration, erasure, tear or if it is
a photocopy.

See Conditions overleaf

192252

FK 252653

ZIMBABWE

BIRTHS AND DEATHS REGISTRATION ACT [CHAPTER 5:02]

Certified Copy of an Entry of Birth Registered in the District of

MASVINGO in Zimbabwe

CHILD	1. First names	KANEESHA RUTENDO	2. Surname	ZHOU
	3. Birth-place	MAZORODZE CLINIC: MASVINGO		
	4. Date of birth (in words)	FOURTEENTH (day of month)	OCTOBER (month)	19 (year) 99(NINETY-NINE)
	5. Sex	FEMALE		
FATHER OF CHILD	1. First names	WILBERT	2. Surname	ZHOU
	3. Birth-place	ZIMBABWE		
MOTHER OF CHILD	1. First names	MONICA	2. Maiden surname	MAKOTORE
	3. Birth-place	ZIMBABWE		
	4. National identity card number	67-068013N-03-CIT M		
IN- FORMANT	1. Signature or mark	WILBERT ZHOU		
	2. Qualification	FATHER OF CHILD		
	3. Address	HOUSE NO. 34 MASIMBAEVANHU STREET: MUCHEKE: MASVINGO		
	1. Date of registration	4 NOVEMBER 99		
	2. Entry number	8318/99		
	3. Names added or altered after registration			

I certify that the above is a true copy of an entry of the above particulars in the register of births kept at

MASVINGO

Stamp

Dated this FOURTH day of NOVEMBER 19 99

Regd. General Registrar of Births and Deaths

THIS CERTIFICATE IS ISSUED WITHOUT AMENDMENT

REPUBLIC OF ZIMBABWE
NATIONAL REGISTRATION



ID NUMBER

SURNAME

FIRST NAME

DATE OF BIRTH

VILLAGE

Place

DATE OF ISSUE

Signature of Holder

22- 315292 B 03 CIT F

ZHOU

KANEESHA RUTENDO

14/10/1999

MULINGWA

MASVINGO

04/02/2016

Fingerprint

