

C U R R I C U L U M V I T A E

F O R

E N N I E M A S A N G O M A I

CURRICULUM VITAE

NAME : ENNIE MASANGOMAI
ADDRESS : 16047, 6TH STREET, SUUNINGDALE 2, HARARE
DATE OF BIRTH : 01-04-67
MARITAL STATUS : MARRIED
NATIONALITY : ZIMBABWEAN
NATIONAL ID : 25-024555C 25
DRIVER'S LICENCE NO. : CLASS 4 – 35756LK
PASSPORT NUMBER : BN307383
CONTACT NUMBERS : 0773 710 415/0775 843 421

ACADEMIC QUALIFICATIONS

5 O LEVELS – MANDEDZA HIGH SCHOOL

<u>SUBJECT</u>	<u>SYMBOL</u>
English Language	: C
Biology	: C
Shona	: C
Commerce	: C
Bible Knowledge	: C

PROFESSIONAL QUALIFICATIONS

NATIONAL CERTIFICATE IN SECRETARIAL STUDIES (NC) HARARE POLYTECHNIC COLLEGE

<u>SUBJECT</u>	<u>GRADE</u>
Shorthand (60wpm)	: Distinction
Typewriting (35wpm)	: Distinction
Shorthand (70wpm)	: Credit
Business English	: Credit
Office Practise	: Pass
Bookkeeping	: Pass

NATIONAL INTERMEDIATE DIPLOMA IN SECRETARIAL STUDIES (N.I.D)-HARARE POLYTECHNIC COLLEGE

<u>SUBJECT</u>	<u>GRADE</u>
Shorthand (80wpm)	: Distinction
Shorthand (90wpm)	: Credit
Typewriting (45wpm)	: Credit

INSTITUTE OF BANKERS OF ZIMBABWE – IOBZ – CERTIFICATE LEVEL

<u>SUBJECT</u>	<u>MARK</u>
Law Relating to Banking	: 72%
Management 1	: 57%
Introduction to Economics	: 67%
Money & Banking	: 53%

INSTITUTE OF BANKERS OF ZIMBABWE – IOBZ – INTERMEDIATE LEVEL

<u>SUBJECT</u>	<u>MARK</u>
Finance of International Trade 1 (F.I.T):	54%
Information Technology (I.T) :	66%
Marketing of Financial Services :	72%
Management 2 :	62%

WORK EXPERIENCE**EMPLOYER : ZIMBANK – 1990**

Worked as a typist for one year.

EMPLOYER : RESERVE BANK OF ZIMBABWE (RBZ) – JUNE 1991 – JANUARY 2011

Worked for 19years 6 months in various Divisions of the Bank.

<u>DIVISION</u>	<u>POSITION</u>
Exchange Control :	Shorthand Typist and Data Capture Clerk
Central Purchasing :	Departmental Secretary
Apex Unit :	Personal Assistant (PA)
Information Technology :	Personal Assistant
Financial Intelligence,Inspectorate, Evaluation & Security :	Personal Assistant

PERSONAL ASSISTANT DUTIES INCLUDED

Office Administration

Filing

Minute taking and typing

Travel Arrangements

Communication with internal and external stakeholders

EMPLOYER : COTTON GINERS ASSOCIATION OF ZIMBABWE – 2012

Worked as a Data Capture Clerk for 6 months.

EMPLOYER : JOINT MONITORING IMPLEMENTATION COMMITTEE(JOMIC) – 2013

Worked as a Data Capture Clerk for 3 months

EMPLOYER : BEVERAGE ASSOCIATION OF ZIMBABWE – 2014

Worked as a Receptionist for 3 months

INHOUSE TRAINING

Communication Skills

Home, Work and Beyond by 5th National Secretaries Convention

Successful Secretaries by Speciss Training Services

The Professional Secretary by Neddle Training Services

COURSE CONTENTS INCLUDED

- Understanding the business environment and excelling in it.
- Public Relations
- Priority Setting
- How employees should behave in a working environment
- How to create a good first impression
- How to live positive with HIV & Aids

REFEREES:

Mr. M.E. Chiremba

Reserve Bank of Zimbabwe

0773 401 375

Mr. W. Samhungu

RBZ (Former Employer)

0772 426 706

Mrs. S. Chorwira

Managing Director

Homelink (Pvt) Ltd

0772 105 066

Mr. S. Mudiwa

RBZ (Former Employer)

Managing Director

Desk Doktor

0773 010 347

