

Executive Summary

A motivated and adaptable recent graduate, committed to continuous growth through problem identification and resolution, while building strong technical expertise and life skills to thrive across multiple disciplines.

Work Experience

Instrumentation and Process Control Intern -Turnall Holdings | Feb 2022– Dec 2022

Course Outline:

- Wiring, calibrating, and programming Mitsubishi VFDs
- Programming and wiring OMRON PLCs (CX Programmer) and Mitsubishi PLCs (MELSEC GX Developer)
- Configuring and wiring Proface and Delta HMIs
- Interfacing inductive and photocell sensors with PLCs and embedded systems
- Wiring and calibrating Instrutech and Honeywell load cell controllers
- Designing, hard-wiring, and troubleshooting power and control circuits
- Preparing performance reviews and analytical reports
- Executing preventive maintenance and responding to equipment breakdowns
- Conducting plant machinery condition monitoring
- Supporting lean manufacturing practices and production optimisation

Executive Assistant - KFM Consultants | Dec 2024 – Current:

Duties Assigned:

- Conducting data-driven research and financial modelling on investment opportunities, delivering analytical reports with accurate and up-to-date insights for executive decision-making.
- Managing real estate development projects using structured record-keeping systems.
- Overseeing renovation workflows, monitoring progress timelines, and coordinating with cross-functional teams and external contractors.
- Administering Airbnb property operations through digital booking platforms, guest communication systems, and process optimisation ensuring seamless turnovers and client satisfaction.
- Handling banking operations and financial transactions, including account management, reconciliations, and digital coordination with banks and financial institutions.
- Preparing and monitoring budgets and expenditure tracking using cost analysis tools, and obtained vendor quotations to support accurate financial forecasting.
- Developing and reviewing executive reports and presentations, ensuring data integrity, formatting accuracy, and alignment with organisational objectives.
- Functioning as a communication and information systems liaison, streamlining interaction between executives, internal teams, clients, and external partners.

Computer Literacy and Technical Skills

- Proficient in leveraging Artificial Intelligence (AI) tools for data analysis, research, reporting, and workflow optimisation.
- Strong working knowledge of Microsoft Office Suite
- Experienced in using Microsoft Teams and Zoom for team collaboration and meetings
- Intermediate knowledge in Workshop and Manufacturing Technologies
- Programming knowledge in C, C++, Python and Web development technologies
- Diverse knowledge in numerous Simulation and CAD softwares (SolidWorks, AutoCAD, MATLAB and Proteus)
- Proficient in ladder logic PLC programming and VFD calibration and configuration
- Ability to troubleshoot and repair electronic/electrical circuits
- Intermediate appreciation of Solar Technology
- Programming embedded controller driven systems i.e., ESP32 and PIC family
- Designing electronic/electrical circuits and fabricating PCBs

Education

Bachelor of Engineering (hons) degree in Industrial Electronics (First Class): Chinhoyi University of Technology (2023)

Advanced Level: Herentals College (ZIMSEC, 2018)

Ordinary Level: Goromonzi High School (ZIMSEC, 2016)

References

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