

# NYASHA JAPPIE

No: 655 Thetford Close

Avonlea

Harare

Cell: 0774 511 218

Email: [nyasha.jappie@gmail.com](mailto:nyasha.jappie@gmail.com)

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D.O.B: 24 September 1992

Gender: Female

Religion: Christianity

Nationality: Zimbabwean

Driver's license 633297LC (Class 4)

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## Key Competencies

An excellent communicator, with all-round interpersonal skills, very hard working, proactive and able to work under no supervision.

## Career Objective:

Seeking a challenging position with a dynamic performance driven organization in which to utilize my skills.

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CV for Nyasha Jappie

0774 511 218

E-mail: [nyasha.jappie@gmail.com](mailto:nyasha.jappie@gmail.com)

## **Academic and Professional Qualifications**

### **LCCI Private Secretarial Diploma [Speciss College]**

Text Production	Distinction
Business Administration	Merit
Business Principles and Practice	Merit
English for Business	Pass

### **Speciss Executive Secretarial Diploma [Speciss]**

Certificate in Bookkeeping	Pass
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### **International Computer Driving License**

Basic Concepts of IT

Managing Files

Word Processing

Spreadsheets

Databases

Presentation and Drawing

Information Network Services

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### **Ordinary Level[Visitation Makumbi High School]**

Mathematics	B
English language	B
Commerce	B
Integrated Science	C
Bible Knowledge	C
Shona	B

### **Advanced Level- Cambridge**

Business Studies	51% D
Accounts	46% E

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## Working experience

Company	CREATIVE COMPUTERS
Position	Administrator
Period	August 2014 to September 2015

### Key Responsibilities

- Capturing of client details for salary deductions through Government Salary Services Bureau(SSB)
- Creating Quotations for approved customers after SSB deduction confirmation
- Validating SSB input to make sure everything has been posted correctly
- Filing all paperwork
- Administrative support through telephone, email and face to face communication with clients
- Maintenance of client Database and formulating reports that assisted management in planning
- Client refunds reconciliation
- Processing product order switches for client
- Debtors Reconciliation, posting and analysis
- Stationery ordering and report writing
- Assisting at reception and in house administration duties and when they arise
- Assisting in Accounting department-Payment and receipt capturing, petty cash, debtors and creditors reconciliation, bank reconciliation,

### Referees

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