

CONTACT

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📍 Zimbabwe

SKILLS

- Scheduling
- Excellent customer service
- Filing and Typing
- Inventory management
- Negotiation skills
- Product knowledge
- Market Research
- Analytics
- Able to meet sales targets
- Confidentiality
- Able to work under pressure
- Organizational skills
- Ability to multitask
- Attention to detail
- Time management
- Communication skills
- Computer proficiency
- Interpersonal skills
- Team player

EDUCATION

- CPR and First Aid Certificate | Alison | 2022
- International Computer Driving Licence (ICDL) Certificate | Sept 2011
- Executive Secretary's Diploma | Jun 2008
- GCE Advanced Level | Passed
- GCE Ordinary Level | Pass

ADDITIONAL INFORMATION

- Languages: English (Fluent)
- Clean Class 4 Driver's License
- Valid Passport

PRINCESS KUDAKWASHE CHIKATI

Administrative Assistant

PROFILE SUMMARY

Detail-oriented Administrative Assistant with 5 years of extensive experience providing efficient administrative support to managers and clients. Highly organized and adaptable, with strong problem-solving, and communication skills. Proficient in scheduling appointments, managing databases, and coordinating events. Passionate about contributing to the success of the organization and providing exceptional customer service. Skilled in maintaining a professional office environment, balancing multiple tasks, and working under tight deadlines.

WORK EXPERIENCE

Administrative Assistant

Dec 2019 - February 2024

DESMOND MINERALS PVT LTD

- Scheduling and coordinating meetings, conferences, and appointments.
- Arranged travel, related itineraries and made reservations.
- Answered phone calls and attended to emails.
- Organized and maintained electronic and paper files.
- Prepared and formatted correspondence, reports and presentations.
- Updated and maintained databases, such as contact lists and project information.
- Managed office supplies and inventory, including ordering and distributing supplies as needed.
- Coordinated events, such as company meetings, and client gatherings.
- Assisted with marketing and promotional activities, including creating and distributing newsletters, brochures, and other marketing materials.
- Provided general administrative support to the team, such as preparing expense reports and maintaining schedules.

Sales and Marketing Executive

Jan 2015 - Oct 2019

FRONTLINE BUSINESS SOLUTIONS

- Identified and developed new business opportunities to increase sales.
- Developed and maintained strong relationships with existing clients.
- Created and executed marketing strategies to increase brand awareness.
- Conducted market research to gather insights on customer needs.
- Prepared and presented proposals, quotes, and contracts to clients.
- Led and motivated the sales and marketing team to achieve sales targets.
- Developed and managed the sales and marketing budget, ensuring efficient use of resources.
- Monitored and reported on sales and marketing performance, identifying areas for improvement and taking corrective actions.
- Attended industry events and conferences to network, stay up-to-date on industry trends, and identify new business opportunities.

REFERENCES

To be provided upon request.