

## **CURRICULUM VITAE**

**FOR**

**CHIDO V. MANYANDE**

**9 Cherry Avenue, Lochinvar , HARARE**

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### **PERSONAL DETAILS**

Date of Birth	: 8 December 1984
ID No	: 63-128 1868 S 47
Sex	: Female
Nationality	: Zimbabwean
Marital Status	: Married
Languages	: Shona and English
Religion	: Christianity
Drivers Licence	Clean class 4

### **PERSONAL ATTRIBUTES**

- Self-motivated and confident
- A quick enthusiastic learner
- Willingness to learn additional skills and new developments
- Can interact well with others
- Honest and dedicated
- Able to work under pressure

### **PROFESSIONAL QUALIFICATIONS**

#### **Diploma in Computer Engineering(ABMA)**

##### **Courses**

Information Systems

Computer Programming

Computer Security

Networking Technology

Personal Computer Software Support

#### **Diploma In Marketing (LCCI)**

## **Courses**

Certificate in Marketing

Certificate in Advertising

Certificate in sales and management

## **National Certificate in Records and Information science management(HEXCO)**

### **Courses**

Introduction to computers

Management of current records

Management of semi-current records

Communication

Preservation

Library operations and procedures

National studies

Entrepreneurship skills development

## **NC in print origination(HEXCO)**

Origination

Principles of printing

Printing science

Communication skills and development studies

Project work

National and strategic studies

Entrepreneurship skills development

## **Ordinary Level**

English	C
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Geography	C
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Shona	C
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Mathematics B

Integrated Science B

Principles of Accounts C

**Work experience**

Company Ministry of Health and Child Care

Period 2014-2017

Position Data Entry Clerk

Company Zimbabwe Revenue Authority

Period 2009-2013

Position Cashier

Company Printflow (pvt) Ltd

Period 2007-2009

Position Trainee Print Originator

**Referees**

Mr A Goredema  
Health Information Officer  
Parirenyatwa Hospital  
Mazowe street  
Harare  
Cell:0772 681 254

Dr S.Lowe  
Medical Director  
Parirenyatwa O.I Clinic  
Parirenyatwa Hospital  
Harare  
0779 367 871