

Alexandra Tinotenda Mwondoka

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· 13094 Madokero Estates, Tynwald, Harare ·

PERSONAL PROFILE

Highly motivated and dedicated software engineering student with a strong work ethic and a passion for excellence. Known for consistently achieving outstanding academic results, I am committed to leveraging my skills and knowledge to contribute effectively to a professional environment. With a relentless drive for success, I thrive on challenging projects and possess a strong ability to adapt to new technologies and programming languages. As a detail-oriented and proactive individual, I am confident in my ability to contribute to a team's success while continuously seeking opportunities for professional growth.

KEY COMPETENCIES

- Excellent team player
 - Can meet deadlines
 - Self motivated and goal driven
 - Effective communicator
 - Can adapt to and learn any role quickly
 - Professionalism and integrity
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SKILLS

HTML	<div></div>	90%	JAVA	<div></div>	50%
CSS	<div></div>	75%	PHP	<div></div>	35%

PROFESSIONAL EXPERIENCE

BOOST HAIL & COTTON AFRICA Data Entry & Analyst Clerk

March 2020 - June 2020

Involved efficiently managing and processing large volumes of data in a fast-paced environment. I worked with bales of tobacco, extracting information from them and accurately entering them into the company's database system. Through my keen attention to detail, I ensured that all data entries were precise and error-free, maintaining the integrity and reliability of the company's records.

My proficiency in utilizing various data entry and analysis tools, combined with my strong organizational skills, allowed me to efficiently manage and prioritize multiple tasks, meeting strict deadlines without compromising accuracy.

YOUPRO CONTACT Sales Advisor

January 2023 - June 2023

In my role, I applied my exceptional sales and marketing skills to engage and persuade a diverse range of individuals to purchase a specific service. Handling hundreds of calls per day, I consistently exceeded sales targets by effectively tailoring my approach to suit the unique needs and characteristics of each customer.

My experience as a Sales Advisor at a call agency has equipped me with a strong foundation in sales, exceptional customer service skills, and the ability to adapt to various personalities and situations.

EDUCATION

10 x O Levels & IGCSEs (3As, 6Bs, 1C)

St Dominic's Chishawasha (2016 - 2019)

3 x A Levels (9 points, grades CCC)

Mathematics, Physics and Chemistry

Hillcrest College (2020 - 2021)

ADDITIONAL

Software

MS Word, MS Excel, MS PowerPoint, Google Docs, Google Forms

Languages

English, Shona

REFERENCES

Tinashe Chinjeku

YouPro Contact

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