

LIZZY KIMORAH MACHINGAUTA

Contact

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PERSONAL DATA

Passport Number: EN0275204

Driver's license: 4(light motor vehicles)

Language: English, Zulu and Shona

Gender : FEMALE

Age : 28 years old

Key Strengths:

- Innovation is my driving force, compelling me to constantly improve on my strengths and abilities and to manage my weakness.
- Ability to handle everyday challenges and pressures with ease without reflecting them on any of my co-workers or anyone around me.
- I'm a goal getter.
- Ability to work under minimum supervision.
- Hard working
- Honest and trustworthy



Education Summary

- 1. High School Diploma: 2005 to 2008:**
Evelin Girls High School, Bulawayo , Zimbabwe
 - Ordinary level certificate in various fields of study ranging from Mathematics, Geography, English ,Sub computer, History and other subjects making it seven 7 passes.
- 2. Advanced Level Of Study: 2009 to 2010: Girls College, Bulawayo**
 - Advanced Level of study inclusive of subjects like Business Studies, Accounts and Geography.
- 3. Bachelor's Degree: University of Technology: August 2011 to July 2015:**

Bachelor of Science Honors Degree in International Marketing (Degree class: 2.1)

Career Objectives

To be a pioneering element or organ of a prolific vision inclusive of the zeal towards building my professional operative skills aimed at progressive means of marketing and business related set-ups. My objective is to be a team player whilst also equipping myself to be an analytical professional with strong communication, leadership and relationship building skills. Attention to detail coupled with the drive to succeed has enabled me to exceed set targets in challenging work environments and at individual and team level. My desire to learn enables me to assimilate and implement new ideas and concepts quickly and effectively as objectives and operative principles. .

Skill Highlights

- Good communication skills.
- Time management skills
- Can work under changing Environment.
- Good team work and communication skills.

Work Experience

LOPDALE SERVICES: PERSONAL ASSISTANT: January 2019-August 2020

A heartfelt experience being involved in the day to day duties of being a liaison of the company and the people hence I guarded the fort. The experience was an eye opener of the hardships and important tasks that come with the job and it was and still is worth it. My duties involved handling travel arrangements for the CEO, handling all communications with prospective or existing customers, compiling a monthly and weekly report, maintaining relationships with clients, diary management for CEO, arranging of local transportation when necessary, handling most of the marketing activities correspondence such as building relationships with existing and new customers, promotion of company's products and services to potential clients and existing clients, providing assistance in building relationships with key accounts and adhering to marketing strategies was the inclusive package of my day to day responsibilities.

PROENVIRO PRODUCTS P/L (JANUARY 2018-DECEMBER 2018) *ADMINISTRATOR/PERSONAL ASSISTANT*

A learning curve and block building experience where in layman terms I was practically the gate keeper of the company's Chief executive officer handling strategic management of day to day business errands, heading the research team, implementing business concepts and ideas, formulating Project Proposals and business engagement contracts, facilitating the registration of new companies, overseeing the operations of all vehicles (companies), preparing documents needed in aid for processing all legalities for vehicles (companies) old and new ones, reporting directly to the CEO, attending meetings on behalf of the CEO and report writing) and ensuring compliance to company policies.

DESTINY OF AFRIKA NETWORK (JULY 2015-DECEMBER 2017) *YOUTH PROGRAMS COORDINATOR / MARKETING OFFICER*

Duties involved the management of inbound and outbound customer calls to effectively sell products, educate customers about available products, rates, policies and procedures, gather and analyse documents required for membership, assisting clients to fill in forms and gather KYCs, maintain a filing system for documents and ensure the confidentiality and security of all files, maintain an up to date asset register, drafting contracts, raising property repairs and maintenance requisition (Property Management), in charge of procurement and other marketing issues.

GlobeGateway: Director of Southern African Region: 2019:2020

An education consultant firm aimed at providing opportune avenues of study for students from all spheres and it was my duty to handle all related queries and projects of the southern African region with a dedicated team aimed at quality service provision.

Computer skills

Proficiency in the use of:

- ★ Microsoft PowerPoint
- ★ Microsoft excel
- ★ Microsoft word
- ★ Data base management
- ★ Operating System: Windows 2000; Windows XP; Windows Vista; (All editions)

REFERENCES

Theophilus K. Makazhe
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I , LIZZY KIMORAH MACHINGAUTA hereby confirms that the given above information about me is true and correct to the best of my knowledge.

