**Curriculum Vitae**

**PERSONAL DETAILS**

* **Name:** Emilia Maunda
* **Date of Birth**: 20/06/1997
* **Gender:** Female
* **ID** **Number**: 14-221633W70
* **Marital Status:**  Single
* **Nationality:**  Zimbabwean
* **Language Proficiency:** English , Shona
* **Address:** 218 Musasa Ave Old Marimba Harare
* Religion : Christianity

**CONTACT DETAILS**

* **Cell:** 0777 542 350
* **Email:** emymaunda@gmail.com

**CAREER OBJECTIVES**

To secure a career placement that offers both challenge and good opportunity for growth

**Professional skills**

* Team work, Communication skills, Computer literacy( Microsoft WorMicrosoft), Outgoing and enthusiastic, Self-motivated, Work with minimum supervision, Time conscious, competency, sales, customer service
* **A member of the Leo Club Zimbabwe( Leadership, Experience, Opportunities)**

**ACADEMIC BACKGROUND**

**A certificate in Care giving skills Dementia care ( Alison) (October 2022)**

**Currently doing nurse aid Course with Redcross**

**Bachelor of Science hons Sociology**

**Degree Class : 2:1**

**University of Zimbabwe** , Harare, Zimbabwe

2019

Courses lnclude: Professional Communication skills, Introduction to Statistics, Quantitative research methods, Qualitative research methods, Gender Studies, Social Psychology, Social institutions, Special issues in development, Tourism studies, Rural development, Sociology of Education ,Anthropology of childhoods ,Economy Society & Governance and Social policy & Social Administration.

**ADVANCED LEVEL (NOVEMBER 2015)**

Chiredzi Christian College

Obtained 13 points

**ORDINARY LEVEL (NOVEMBER 2013)**

St Anthony's High School

Obtained 6 ordinary level subjects including Maths and English

**WORK EXPERIENCE**

**Currently working at Brands Africa**

**Position : Merchandiser**

**Time period April 2022 up to date**

**Employer : Signage and Branding Shop**

**Post: Receptionist / Administrative assistant**

**Location: Cnr Angwa & Kwame Nkrumah, Harare Zimbabwe**

**Duration: January 2021 up to November 2021**

**Duties: Greet walk in customers and other visitors and escort them to desired destinations**

**Answer , screen and foward telephone calls**

**Contribute to office security by helping to monitor visitor's access**

**Obtain or send information and documents using computer or mail**

**Perform other administrative tasks such as keeping appointment calendars**

**Copy,file, and maintain documents or records**

**Sales representative at 1202 Herbal solutions from January 2020 to October 2020**

**Duties and Responsibilities :**

**Listening to customer requirements and presenting appropriately in order to make a sale**

**Maintaining and developing relationships with existing customers in person and via telephone calls**

**Recording sales and order information**

**Serving customers**

**Taking part in promotional activities**

**Educating customers about products**

**Negotiating sales and closing sales**

**Enumerator at Plan International from June 2018 to Augist 2018**

**Duties and Responsibilities:**

**Preparing registration tools before going for each registration**

**Conducting interviews with the beneficiaries**

**Data collection**

**Reporting all incidents related to the organization within 24 hours to the monitoring and evaluation officer**

**Distribution of food to beneficiaries**

**Hobbies**

**Short story writting**

**Reading and Researching**

**Travelling**

**REFERENCES**

**The Supervisor**

**Brands Africa**

**Mr Chipungare**

**+263777105778**

**The Manager**

**Miss Manyika**

**Signage and Branding Shop**

**0778 916 578**

**Sales & Marketing manager**

**Mr Nyamazama**

**1202 Herbal Solutions**

**+263775141418**

**The field Supervisor**

**Plan lnternational**

**Mr Mlambo**

**0714686570**