**TENDAI MAGDALENE** 

**Visa status : freelance** visa

## Email : k**agandemag**@gmail.com

**Availability :** immediate

**Tel-number :** 054-7221941

**Dubai**

**PERSONAL INFORMATION:**

**Gender** : Female

**Nationality** : Zimbabwean

**Marital Status** : Single

**Religion** : Christian

**JOB POSITION: ADMIN ASSISTANT/RECEPTIONIST**

**Career Objective:**

Candidate with great understanding of management procedures, good communication skills and pleasing personality, seeks to work as an administrative receptionist.

**Core Competencies:**

* Comprehensive knowledge of working and management procedures of corporate sector.
* Possess excellent customer service and management skills.
* Knowledge of operating various office equipment like computers, printers and copiers.
* Excellent communicator with warm and pleasing personality.
* Familiar with basic Microsoft Office programs like word processor, excel and access.
* Multitasking skills with extensive knowledge of handling basic administrative and clerical tasks.

**Work experience**

**Content WRITER: Spring media.ae**  (2020-2021)

Communicating with clients and setting up meetings

 Booking meetings

 Prepare well-structured daily schedules

 Proof-read and edit blog posts before publication

 Promote content on social media

 Identify customers’ needs and gaps in our content and recommend new topics

 Ensure all-around consistency (style, fonts, images and tone)

**Organization: Mk4 Management Group, Zimbabwe.**
Duration: October 2015 –august 2017.
Designation: Administrative Receptionist.

* Responsible for providing administrative support to entire management team.
* Responsibilities of maintaining various logs like purchase order, benefit accruals, tenant database and incoming/outgoing packages.
* Receive, sort and distribute all incoming mails.
* Perform responsibilities of handling calls and directing calls to appropriate person or department.
* Handle the tasks of greeting visitors/customers in a friendly and courteous manner.
* Responsible for processing confidential payroll to ensure that paycheck arrives in a timely manner.
* Handle tasks of assisting managers in preparing monthly re-forecast and annual budget.

 **Skills**

* Strong verbal and written communicator
* Time management
* Receiving messages
* Conflict resolution skills
* Decision making skills
* Microsoft Skills, PowerPoint, excel, one-note and outlook skills
* Telephone Skills

**Educational Summary:**

Diploma in Education(attested)

* Higher National Diploma
* GCE Advance and Ordinary level in Word and Data processing
* GCE Ordinary level in Office practice

**Languages;**

* English
* Shona

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