











-  Mobile
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MELISA MABOTA

HR & Administration Assistant



PERSONAL DETAILS

-  Nationality
Zimbabwean
-  Date of Birth
01 February 1999
-  Joining Period
Immediately
-  Visa Status
Visit Visa
-  Gender
Female
-  Marital Status
Married
-  Languages
English (Fluent)

LITERACY

- MS Word
- MS Excel
- MS PowerPoint
- MS Outlook
- POS

Results-driven and motivated Human Resources Administrator with over 2 years of extensive experience in executing and coordinating all general human resources functions. Effective communicator accustomed to working independently or in group environments. Offers strong attention to detail, highly professional attitude, excellent problem-solving skills, and well-developed time management

EDUCATIONAL QUALIFICATIONS

Bachelor Science Honours Degree in Human Resource Management
Great Zimbabwe University [2018-2022]

PROFESSIONAL EXPERIENCE

POSITION: Adminstration assistant

Jet Store- Zimbabwe | March 2022 to April 2024

Job Responsibilities

- Answer phone calls, and forward to concerned department;
- Perform clerical duties such as creating/updating files using the M.S. Word processing, M.S. Excel worksheets, other applications;
- Assist in responding to customer inquiries, maintain good customer relations;
- Assist in sorting and filing documents according to established filing systems, locate and retrieve documents from files requested and maintain records of filed and removed materials;
- Assist in encoding and preparing clients' application package and forward them to Company's lawyer or consultant for proof reading;
- Provide project support in connection with such projects as the Company may from time-to-time request, ensuring that the development and execution of such projects is properly handled and administered; and
- Submit weekly/monthly report to superior as advised.

ATTRIBUTES

- Ability to work unsupervised and under pressure
- Time conscious
- Ability to work well in a team
- Analytical and problem-solving skills
- Submissive and have respect for my seniors
- Honesty and integrity

CORE SKILLS

- Safety awareness
- An ability to follow rules and procedures
- Teamwork
- Remaining calm under stressful situations
- Reliability, flexibility and adaptability
- Empathy and understanding
- Organization and attention to detail skills.

REFERENCES

- Available upon request

POSITION: HR Assitant

Farm and City Center-Zimbabwe | September 2018 to April 2021

Job Responsibilities

- Provided beneficial support to the human resources department with any tasks as required, ensuring that all policies and procedures were fully followed.
 - Oversaw all recruitment activities, performed all general human resources functions, and conducted new hire orientations.
 - Recruited and interviewed new interns, facilitated employee transfers, and maintained employee database.
 - Assisted in payroll management, worked on the development and implementation of new benefit programmes, and performed exit interviews.
 - Awarded Employee of the Month for significantly improving the whole recruiting process.
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