

PERSONAL SUMMARY

Adaptable Customer service relations with experience in a variety of industries and a history of success in providing exceptional customer service with diverse culture. Experience in managing all facets of front office administration, including handling multi-line phone systems, managing schedules, and maintaining reception and waiting areas.

KEY COMPETENCIES

Good sales skill- effective and persistent negotiator determine to close deals

Excellent communication skills and market research expert

Organized, focused, planner able to work long hours under pressure

CONTACT INFORMATION

CORE SKILLS

Computer Skill Ms Word, Ms Excell

GrapiBlog Management Strategic Planning

Editing and Authoring Tools Social Media Management

ANOZIVA DZANGAI

PUBLIC RELATIONS EX

WORK HISTORY

# BEAM PROPERTIES LLC DUBAI

## Property consultant 2020 - 2021

* Source property listings from property owners - Attend to sales, leasing and resale queries
* Manages the company's social media profiles
* Tracks new markets and emerging trends
* Improve company‘s market position & finance

# SADUNYA BEACH BAY CYPRUS

## CASHIER 2018 - 2019

* Serving customers and dealing with their request -

-handling on the checkout and in cashing up

* Assisted in other web content projects

EDUCATION BACKGROUND

# NEAR EAST UNIVERSITY CYPRUS

## BSc Public Relations Graduated in 2018

* Graduated with Latin Honors, Cum Laude
* Top 10 Best Senior Thesis
* Secretary, 2018, Students Marketing Association - Writer, 2016-2018, Comm-Arts Weekly

# UMAA INSTITUTE ZIMBABWE

## Completed High School, Graduated in 2013

* Graduated with Honors
* Consistently in the Honor's List
* Secretary, 2015, Communication Arts Club
* Writer, 2012-2015, East Beechtown High Paper

REFERENCES: UPON REQUEST