

CURRICULUM VITAE
FOR
LOVERIDGE KATONDO

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Email.

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PERSONAL DETAILS

Name : Loveridge Tinotenda
Surname : Katondo
Date of birth : October 31, 1998
I.D Number : 63 – 2074551 – E - 63
Gender : Male
Driver's License : Class 2

PERSONAL ATTRIBUTES

- Quick adaption to new working environment and conditions
- Ability to work with challenges, ability to work under minimum supervision
- Self –motivated ,time conscious, vigilant and analytical
- An extrovert, out of the box thinker with a strong personality and highly innovative
- Very good driving maneuvering skills
- Ability to meet deadlines, high sense of responsibility, willingness to learn and communicate with all people at all levels
- Sense of maturity and confidentiality

BACKGROUND SUMMARY

- 2 years experience at Econet Wireless as a brand ambassador and cashier.
- 2 years gas filling and deliveries experience at Innovate Gas Pvt Ltd
- 7 months HR management and accounting student attachment exposure with Heritage Accounting.
- Ability to work with minimum or no supervision.

PERSONAL SKILLS AND STRENGTHS

- Very good listener.
- Time conscious and attentive to detail.
- Ability to analyze problems and provide effective solutions.
- Ability to work independently using own intuition.
- Crafting criticism and reprimands into basis for personal and professional improvement.

LEADERSHIP ROLES

- ✓ Vice President (First Aid Club – Warren Park High School – 2001)
- ✓ Vice Captain (CAPS UNITED FOOTBALL CLUB U-17: 2001)
- ✓ President (First Aid Club – Warren Park High School – 2002)
- ✓ Trainees Organizer/Time sheet keeper (Meikles Hotel – 2008)
- ✓ Head of Trainees (Meikles Hotel/DMC Consultancy – 2008)
- ✓ Headwaiter: Trainee (Pavilion restaurant, Banqueting Dpt.: Meikles Hotel 2009)

- ✓ Junior Banqueting Co-Coordinator (Meikles Hotel 2010)
- ✓ Junior Food & Beverage Floors Manager: Trainee (Meikles Hotel 2010)
- ✓ Manager (Globalnet Internet Café 2011)
- ✓ Technical Manager (Nigval Electronics 2012 – 13)
- ✓ Shop Manager (Acting) (Springlarge Enterprises T/A Super Pies 2014)

EMPLOYMENT PROFILE

Company : Econet Wireless (Pvt) Limited.
Position : **Brand Ambassador**
Year : December 2017 – January 2020
Reporting to : **Branch Manager (Mr. T. Gede)**

Summary of Duties

- Receipting of all field sales and simcard registrations.
- Handling client enquiries, queries, complaints and posting to Management.
- Providing training to new brand ambassadors.
- Assisting and educating eligible clients on safe use of the internet and cell phones.
- Producing field sales behavior reports daily and weekly.
- Selling electronic gadgets.
- Receptionist – educating, greeting and directing customers in the shop.
- Handling of cash and company stock.

Company : Innovate Gas (Pvt) Limited.
Position : **Gas Attendant**
Year : July 2020 – March 2022
Reporting to : **C.E.O Mr. B. Musango**

Summary of Duties

- Attending to customers in filling their gas tanks.
- Educating customers on health safeties and handling of gas.
- Training new employees on behalf of the Association.
- Attending to customer's queries.
- Daily auditing of sales and stock.

Company : Heritage Accounting t/a Fate Consultancy
Position : **Management Intern:**
Year : March 2021 – September 2021
Reporting to : **General Manager – Mr. S. Chipoyi**

Summary of Duties

- Entering of new employees in the company database.
- Drafting of employment contracts.
- Authorizing and calculating of pay for leave days.
- Payroll - Monthly drafting of employee's salaries.
- Generating of monthly, quarterly and annual tax figures.
- Interviewing interns.
- Informing candidates of their success in interviews.
- Preparing and executing induction for new employees.
- Bank reconciliations.

CURRENT STUDIES

- **Bachelors Degree** – Human Resource Management (Examination Results Pending)

ACADEMIC QUALIFICATIONS

- **O' Level - 7 Passes** including Business Science and English Language
- **A' Level - 3 Passes** including Divinity, History and Literature

REFEREES

Mr. T. Gede

GENERAL MANAGER

Econet Wireless

Avondale

Harare

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Mr. B. Musango

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