



CONTACT

ADDRESS : DUBAI, UAE

PHONE : +971522589824

EMAIL : abigailchingonzo6@gmail.com

STATUS: VISIT VISA

NATIONALITY ZIMBABWEAN

MARITAL STATUS MARRIED

GENDER FEMALE

LANGUAGES ENGLISH (FLUENT)

DATE OF BIRTH 13 JULY 1997

Professional Qualifications

National certificate in
purchasing and supply

Diploma in purchasing and
supply

Gweru Polytech

Academic: Advanced and
ordinary level

SKILLS AND LITERACY

- Problem solving and team player.
- Team player
- Flexibility and passionate for excellence
- Customer service
- Time management and prioritisation
- Observant and attentive
- Positive attitude
- Pastel
- Microsoft word
- Microsoft excel

Abigail T. Chingonzo

Career Objectives

Taking up challenging career in a reputed organization that allows me to use my capabilities and potential. Seeking make impact on forward-thinking restaurant and bar program with my ideas and experience

WORK HISTORY

SALESPERSON

Luxarp Fitment centre

04/2022-02/2024

- Greeting and helping clients aware of the services and parts available.
- Provide callers and clients with detailed descriptions and products, packages and hours of operation.
- Making suggestions based on the customer explanations and preferences.
- Discussing, negotiate and lock to a sales agreement.
- Doing inventory and ordering of spare parts and stationery required, on a weekly basis.
- Collection of payments after the service delivery.
- Meeting sales goals
- Reaching out to potential leads through a variety of channels such as email, phone, text and social media
- Maintaining customer relations.

Bathroom Botique 12/2019-03/2023

PURCHASING ASSISTANT

Deliver quality service by providing warm and welcoming environment.

- Displayed enthusiasm and knowledge about the hardware and products.
- Addressed client complaints and finding a suitable solution.
- Assisted co-workers with routine and challenging tasks.
- Assisted in cashiering and Point of Sale (POS) system procedures.
- Inventory and doing orders of the required stock items.

The Village LODGE

RECEPTIONIST

- Maintained positive attitude and friendly demeanor
- Greet guests and respond to inquiries in a friendly and efficient manner.
- Manage guest booking and reservations
- Menu and rooms knowledge.
- Welcoming the guests in a professional way
- Receiving phone calls and emails
- Transferring calls as necessary
- Managing meeting room availability
- Handling queries and complaints via phone and general correspondence

REFERENCES:

To be given upon request.