**GABRIEL CHIMOMBO**

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**PERSONAL DETAILS**

AGE 51

PASSPORT NUMBER GN290972

GENDER Male

MARITAL STATUS Married

LANGUAGES English

DEPENDENTS Three

CRIMINAL RECORD None

NATIONALITY Zimbabwean

HEALTH Excellent

**EDUCATIONAL QUALIFICATIONS**

MATRIC /O LEVEL Completed 1990

FURTHER EDUCATION Mashtec Training College

**Certificate obtained** Service Electronics (2007)

**WORK EXPERIENCE**

 **Inserter - The Herald Newspaper**

1992 – 1993

Responsibilities

* Inserting business and classified advertisements
* Sales

**Filing Clerk at Vali Accounting and Secretarial Services**

 1993 – 1994

Responsibilities:

* Filing and updating client accounting books
* Receptionist, direct calls, and massages (part-time)
* Compile, copy, sort, and file records of office activities.
* Complete and mail bills, invoices, or cheques
* Operate office machines such as, facsimile machines, and personal computers.
* Maintain and update filing and database systems either manually or using computer.
* Open, sort and route incoming mail and prepare outgoing mail.
* Data capturing for customers.

**Cashier - Caltex Garage**

**1991-1992**

* Doing cashing up everyday
* Banking

**Oil Extractor at Olivine Industries**

 June 1994 – Dec 1994

Responsibilities:

* Extracting oil from cotton and soya seed
* Despatching crude oil to the factory

**Clerk (Bulk Receiver) at Zimpost**

1995 – 2002

Responsibilities:

* Receiving mail from clients
* Sorting of mails (Mails clerk)-sorting incoming and outgoing mail.
* Transport mail from one workstation to another station.
* Feed mail into postage cancelling devices/ handstamp mail to cancel postage.
* Invoicing of bulk mail-weigh letters and parcels, compute mailing cost based on type weight and destination and affix correct postage.
* Despatching of mail
* Cash Receipting-keep money in order and record and balance daily transactions.

**Warehouse Assistant/ Counter Salesperson at Enbee Stores**

2003 – 2005

Responsibilities:

* Receiving stock-pack, stock, organise and rearrange products.
* Dispatching of stock
* Stock taking
* Organise and keep records of inventory.
* Arrange and organise products and materials in a warehouse.
* Inspect and verify products materials before storing in warehouse.
* Executing loading and unloading operations
* Sales (Counter)
* Retail

**Assistant Interior Décor Installer at Home Flair**

2008 – 2009

Responsibilities:

* Interior decorator
* Curtains and blinds installer

**Darling Industries (Stripes) Laz Securities**

2012-2014 Preloading supervisor-

* Receiving for invoicing
* Stock control/monthly stock
* Operate pallet jacks.
* Handle delicate and sensitive products with utmost care.
* Pack and shrink wrap products and materials.

**Pick 'n Pay -Merchandiser (part-time)**

* Receiving clerk
* Monthly stock and stock control
* Pack and shrink wrap products.
* Organise and maintain stock records.

**Oasis Christian Assembly**

JOB DESCRIPTION

ADMINISTRATOR/PRODUCTION AND FACILITIES OFFICER

Dual reporting role firstly to Office Operations Team Leader for Security, General, Stock and Asset Registry. Secondary reporting to the Technical, Production and IT Systems Team Leader for Messages Production

**Security**

* Opening and closing, unlocking, and locking of gates and buildings
* Overall security of the premises including the locking of all windows and doors and the drawing of window blinds

**General**

* Upkeep and general care of the premises
* Preparing Bins in preparation for pick-up
* Cleaning and tidying of the internal building - as per plan.
* Cleaning of internal glass, internal and external door glass, and internal side of external windows
* Cleaning of external windows at ground level
* Sweep yards, pick up litter and handle the removal of all debris from paths, flowerbeds, and all entrances.
* Ensuring that the cleaning of toilets and toilet areas is done, and the replenishment of supplies is carried out.
* General maintenance and minor repair work including doors, windows, toilet seats and flushes, furniture, tap washers and of doors and walls. (This list is not exhaustive, but an example)
* Preparation of sanctuary for functions as needed.
* Receive and check goods and supplies and take them to the appropriate place for storage.
* Routinely clean lamps and ensure light bulbs are available.
* Ensure that clear passage is kept on fire escape routes.
* Report any defects of building, furniture, fittings, and equipment.
* Periodic check of roofs loose tiles, plant growth etc.
* Keep all hard surfaces free of moss and weeds.
* Disinfect drains and dustbins regularly.
* Make safe any hazards.
* Handle supplying cleaning equipment list for ordering
* Ensure that all lights and plug sockets, air cons are working effectively.
* Management of the furniture, log sheets if any of the items are removed.

**Messages Production**

* Printing of CD covers and burning messages on CDs/DVDs
* Quality control of messages before they go to bookshop.
* Maintain accurate library of raw tapes, data storage and approved masters of messages already on sale.
* Splitting the raw message into tracks

**Stock/Asset Registry**

* Barcode all assets of the ministry and be responsible for their addition to the asset register.
* Maintain sign out and sign in either on a temporary or permanent basis as instructed by the office operations team leader or senior pastorate.

Other duties will be assigned to you as and when necessary and might include areas outside of your above listed key performance areas.

**Administration**

* Data capturing for the first timers and born again into the church data base.
* Banking
* Does general office clerical work require some independent judgment such as:
* Sorting, classifying, indexing, cross referencing, and filing correspondence, reports, and other documents.
* Assisting constituents in person or by telephone and referring them to proper sources.
* Answering questions and records requests and complaints; and
* Transfers information from documents such as time reports, applications, invoices, and other requisitions to control records or statements.
* Proofreads reports for errors in typing, spelling, punctuation, grammar, capitalization, and vocabulary.
* Operates various office machines including, photocopiers, scanners, telephone, and related equipment.
* May act as a receptionist.
* Maintains personnel records and prepares a variety of personnel documents.
* Takes inventories and prepares requisitions for supplies.
* Assembles materials for mailing or shipping.
* May pick-up or distribute materials to others.
* Types letters, reports, statistical and financial tables, and other documents from original or corrected copy or rough draft
* Writes Routine correspondence by following general instructions as to content or referring to templates.
* Handle cash transactions.
* May do other work for training purposes or to meet technological changes or emergencies.
* **HOME AID**
* Cleaned, dusted, and moved furniture, when necessary.
* Bathed, dressed assisted patients with personal.
* Made sure patient got their medicine on time and in proper doses.
* Organized and transported patients to personal activities and doctor's appointments
* Performed housekeeping duties, such as cooking, cleaning, washing clothes and dishes.
* Prepared and kept records of client progress and services performed, reporting changes in client condition to manager and supervisor.
* Administered bedside and personal care, such as ambulation and personal hygiene assistance.
* Supplied transportation to and from all appointments.
* Assistance in caring for pets such as walking and feeding.
* Picked up medications from the pharmacy.
* Establishing a good rapport with client and making them feel as comfortable as possible.
* Travelled to patients' homes as a caregiver and provided care for what was needed from working in the morning, to providing overnight stays.

**TRANSCRIBING**

* Transcribing messages that have been preached and some teachings into writing.

**CONTACTABLE REFERENCES**

**Gladys Dube - Pick'n Pay**

**083 627 9781**

 **Pastor Andrew Mutondoro (Snr Pastor)**

**+27  72 400 2782**

**Linah Mutema (PA) - Oasis Christian Assembly (Secretary)**

**+27 71 440 3976**

**Areef: Despatch Supervisor –Darling Industries**

**+27 07 6245 0543**