

RESUME
GEORGE F NJEZA
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PERSONAL DETAILS

Date of Birth : 10 September 1973
Gender : Male
Language : English
Marital Status : Married
Nationality : Zimbabwean
National I.D : 24 – 085878B 75
Passport No : FN 561810
Driver's license : Clean Class 4

OBJECTIVE

- To ensure a promising position that offers both a challenge and a good opportunity for growth, while being resourceful and innovative.

CORE COMPETENCES

- Possess prior skills in Sales and Marketing.
- Ability to the managing projects and meeting all deliverables.
- Strong capabilities of mastering work procedures fast.
- Ability to work independently under pressure .Strong inter personal skills complemented by solid command of English.
- Impressive computer knowledge.



EDUCATIONAL QUALIFICATIONS

Ordinary Level (O 'Level) Cambridge University

- English language
- History
- Shona
- Woodwork
- Science
- Commerce
- Geography
- Accounts

PROFESSIONAL QUALIFICATIONS

Diploma Marketing Management - (I.A.C) Institute of administration and Commerce

- Financial Accounting
- Communication
- Economics
- Principles of Law
- Management 1
- Marketing management 1
- Concepts of Management Computing
- Statistics
- Marketing management 2



- Management 2
- Marketing Research
- Management 3
- Marketing communications
- Marketing management 3

Third Level Marketing – (LCCI) London Chamber of Commerce and Industry

- Marketing
- Selling and Sales Management
- Public Relations

Short Courses

- Zimbabwe Institute of Management (ZIM)
- Certificate in Principles of Supervisory Management
- Basic Retail Principles (In – House) Certificate

WORKING LIFE EXPERIENCE

Job Title : Shop Sales Assistant

Report To : 2IC

Period : October 1993 - May 1994

Duties : Responsibilities

- Assisting in customer service
- Attending to customer complains



Job Title : Senior Shop Assistant

Period : May 1994 – June 1998

Duties : cashing of daily sales

- Banking of Sales
- Compiling of monthly sales Reports
- Compiling of monthly Product Reports
- Supervision of Sales Staff
- Meeting of Monthly Sales target.

Job Title : Branch Manager

Period : June 1998 – December 2004

Duties

- To ensure that customers' needs are identified and met to ensure continued support
- To make every effort that monthly sales budget is achieved
- To ensure laid down SOP s are maintained
- To manage, Train and support sales staff for maximum performance and ensure they enjoy what they are doing
- Ensure that stock is properly managed and stock losses are kept within laid down perimeters.

Job Title: Maintenance Manager

Period : January 2005 – July 201

Duties and Responsibilities

- Managing and coordinating of store fitting



- Planning of new store opening
- Procurement of store fittings and co-ordinate deliveries.
- Negotiate with suppliers to ensure cost - effective materials.
- Coordinate store revamps with relevant departments.
- Suggesting improvements to and maintenance of in- store image and pleasant atmosphere.
- Ensure cost effective of store maintenance.
- Design of store foot print and layouts.

Job Title : Maintenance / Project Manager (Zimbabwe)

Reporting To: Senior Maintenance Manager (Africa)

Period : August 2016 - September 2019

Duties and Responsibilities

- Managing and standardize maintenance program for all company assets and infrastructure.
- Supervise contractors to provide the necessary maintenance solutions cost effectively and coordinate the entire process.
- Visit stores and other company premises and proactively determine maintenance needs.
- Supervise and coordinate the ordering, shipping and distribution of fixtures and fittings (f & f), across countries.
- Provide on the ground support to help desk with regards to efficiencies, quality control of supplies.
- Health and safety process, PPE coach and train Staff on health and safety, Identify measures to make sure and monitor national compliance with regards to health and safety.
- To coordinate new project on new store opening and making sure new store opening is on schedule.

References

1. Mr. M. Dhlamini
People Support Manager
Power Sales



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