



Precious Mwadiwa

preciousmachingauta.pm@gmail.com | DoB: 19 / 01 / 1979

ADDITIONAL CONTACT INFORMATION

- Driver's Licence: Code 8
- Marital Status: Married

PROFESSIONAL EXPERIENCE

Comarton Consultans Zimbabwe – Zimbabwe **Administrator**

Period: 2002-2008

Objection of company: Pension and employee benefits

Duties:

- Answering the telephone and redirecting to the right departments/ extensions.
- Manning the reception.
- Attending to emails and directing them to the right departments.
- Making stationery orders for the company, receiving and despatching when needed.
- Stock taking of all the company stationery and equipments.
- Banking all the cheques received, collecting the bank statements, doing cash withdrawals for the company when necessary.
- Buying the office teas and drinks.
- Making lunch orders for the staff.
- Buying drinks and food for the company functions.
- Issuing of fuel vouchers for company cars.
- Responsible for the services of the company cars.
- Responsible for the repairs of the company building, sourcing the materials needed and requesting payments from the Financial Director.
- Managing the petty cash.
- Issuing the transport allowance, despatching and keeping records

Edulin South Africa Citrus Company – South Africa **Administrator**

Period: January 2009-September 2009

Duties:

- Printing all the company stickers for the fruits and the packer codes as per requisition.
- Monitoring the work being done by packers on hourly basis and reporting to the manager.
- Monitoring the dressing codes of other employees as per company rules e.g checking the basic hygiene and correct packhouse uniform and cleanliness.

Abundance Holiday Apartments – South Africa
Administrator/ Secretary

Period: 2013- 2019

Duties:

- Managing the apartments
- Purchasing provisions for guests.
- Booking in and booking out guests.
- Stock taking of all the utensils for the apartments.
- Managing the cleaning staff.
- Making purchases of all the apartments cleaning products.

EDUCATION

- Diploma - Paralegal
- Diploma - Personnel Management and Industrial Relations.
- Diploma - Business Management /Administration.
- Diploma - Personal Assistant/ Secretarial

REFERENCES

- References will be provided when needed