

## CURRICULUM VITAE

### PERSONAL DETAILS

**Name & Surname :**

Taurai Trevor Nzombe

**Date Of Birth:** 19 July 1983

**Residential Address :**

Frank & Hirsch Building

352 Bree Street

Johannesburg 2000

**Cellphone Number:**

078 124 2367

**Email:**

Trevort125@gmail.com



**Nationality:** Zimbabwean

**Passport No:** DN686541

**Work Permit No:** MID 170559/2018/ZEP

**Drivers License:** Code 10 With PrDP Permit

**Gender:** Male

**Race:** Black

**Languages:** English, iSiZulu, Ndebele And iSiXhosa

## PERSONAL STATEMENT

- I have strong written and verbal communication skills
- I have strong financial background.
- I am young, energetic and flexible
- I have good organizational skills
- I have good problem solving ability
- I have financial management background
- I am willing to learn and approach new challenges positively
- I can work under pressure, unsupervised.
- It is my responsibility to have good attitude towards future opportunities
- I like to empower and positively influence those around me and add value
- I know I must work hard in those areas in which I experience problems

The above statements can be proven beyond reasonable doubt based on my National Certificate(Marketing & Business Studies) which I obtained from Gweru Poly-Technical College. Administration and Communications skills which I gathered when I was a sales consultant at Bayport Finance

## ACADEMIC BACKGROUND

### TERTIARY

**QUALIFICATION:** National Certificate in Marketing & Business Studies(NQF3)

**YEAR COMPLETED:** 2007

**INSTITUTION:** Gweru Poly Technical College

**SUBJECTS PASSED:**

- Economic Consequences of Business
- Principles of Retail Management
- Industrial Organization and Planning
- Leaders and Management for results
- Quantitative Techniques
- Computer Application
- Principles of Financial Management
- Principles of Human Resources
- Principles of Marketing & Concepts
- Organizational Behaviour & Communication
- Innovation and Technology
- Operations & Strategic Management
- Market Planning & Management
- Introduction to Business Law
- Customer Care And Public Relations

### TERTIARY

**COURSE:** Certificate in Business Information Technology

**YEAR :** 2005-2006

**INSTITUTION:** Educare College

#### PASSED SUBJECTS

- Microsoft Office Word
- Microsoft Office Power-point
- Microsoft Office Excel
- Microsoft Office Access & Publisher
- Business Communication
- Hardware and Networking
- Data Analysis & Capturing

### HIGH SCHOOL

**QUALIFICATION:** GCSE "A" Levels (**Matric Level**)

**YEAR COMPLETED:** 2004

**INSTITUTION:** Chaplin High School

#### SUBJECTS PASSED:

- Geography C
- Management Of Business C
- Sociology D

<b>QUALIFICATION:</b>	GCSE "O" LEVELS														
<b>YEAR COMPLETED</b>	2002														
<b>INSTITUTION</b>	Chaplin High School														
<b>SUBJECTS PASSED</b>	<table border="0"> <tr> <td>English Language</td> <td>B</td> </tr> <tr> <td>Mathematics</td> <td>C</td> </tr> <tr> <td>Geography</td> <td>B</td> </tr> <tr> <td>History</td> <td>C</td> </tr> <tr> <td>Commerce</td> <td>B</td> </tr> <tr> <td>Sciences</td> <td>D</td> </tr> <tr> <td>Bible Knowledge</td> <td>C</td> </tr> </table>	English Language	B	Mathematics	C	Geography	B	History	C	Commerce	B	Sciences	D	Bible Knowledge	C
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Mathematics	C														
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History	C														
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Sciences	D														
Bible Knowledge	C														

### WORK HISTORY

<b>COMPANY:</b>	TIM Enterprises
<b>POSITION:</b>	Sales Assistant & Cashier
<b>DATES:</b>	2008 to December 2009
<b>DUTIES:</b>	<ul style="list-style-type: none"> <li>• Checking and Receiving Incoming Stock</li> <li>• Answering calls</li> <li>• Receiving And Entering Cash correctly</li> </ul> <p>Contract Expired</p>

### WORK HISTORY

<b>COMPANY:</b>	<b>Bayport Financial Services South Africa</b>
<b>INDUSTRY:</b>	Financial Service Provider
<b>POSITION:</b>	<b>Sales Consultant</b> (2011 to September 2013)
<b>DUTIES:</b>	<ul style="list-style-type: none"><li>• Making Sales Appointments With Clients</li><li>• Capturing New Information on the system &amp; Updating</li><li>• Generating Sales Reports</li><li>• Following Up Clients &amp; product Satisfactions</li><li>• Liaising With Clients About their files Progress</li><li>• Adherence to Company Policies &amp; Procedures</li><li>• Motivating Team and have action Plan at all times</li><li>• Balancing Branch's GL Account Recon Daily</li><li>• Have Development Plan in place</li><li>• Work with Group Forensic department to minimize risk</li></ul>
<b>REASON FOR LEAVING</b>	<ul style="list-style-type: none"><li>• Contract Expired</li></ul>

## WORK HISTORY

**COMPANY:** Debtserv CC  
**INDUSTRY:** Financial Service Provider  
**POSITION:** Sales Consultancy & Data Capture  
(2014 to August 2020)

- DUTIES:**
- Bench Marking Targets
  - Leads Management
  - Providing on-going Feedback
  - Liaising and giving operational support to sales team
  - Resolving Clients Queries
  - Generating Daily ,Weekly And Monthly Reports
  - Implementation of New Initiatives
  - Generating Sales
  - Enhancement Compliance & Policy Procedures
  - Liaising With Clients
  - Information Management
  - Risk Analysis
  - General administrative tasks (filing, emailing etc.)

## WORK HISTORY

**COMPANY:** BULLION GOLD BUYERS  
**INDUSRTY:** Retail Service  
**POSITION :** Sales Consultant (Nov 2020 to June 2021)(contract expired)  
**Duties :** - Liaising With Clients

- Sales And Lead Generation
- Following Up on Existing And Potential Clients
- Planning And Implementation of Marketing Strategies
- Providing Sales Quotations
- General Administrative Duties
- Selling Company Products to Prospective Clients

### **PROFESSIONAL SKILLS**

- Awarded for being an outstanding Debater
- Microsoft Office (Excel,Word,Power Point ,Publisher)
- Interpersonal Skills
- Achieving Set objectives through team-work
- General office routine skills and experience
- Leaderships Skills

### **PERSONAL ATTRIBUTES**

- Pro-active
- Industrious
- Creative
- Responsive
- Analytic Thinker



## REFERENCES

<b>NAME AND SURNAME</b>	<b>RELATIONSHIP</b>	<b>CONTACT</b>
Ms.S Kwenda	Manger (Bayport Finance)	011 326 7026
Ms Caroline	Director ( RightGate Projects )	083 359 4880
Mrs C Mazibuko	Manager (Debtsev CC)	011 023 4263
Ms Jack Orange	Manager (Bullion Gold Buyers)	067 047 2956
Ms Sudheera Garib	Marketing Manager (Bullion Gold )	064 625 3815

### DECLARATION:

That I will abide by institutions' rules and regulations, norms and standards, should I be offered opportunity to display my capabilities.

