

Curriculum Vitae

Temwani Mbambara kitwe.

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Date of Birth	: 10/10/1993	Nationality	: Zambian
Religion	: Christian	National Registration No.	: 378106/16/1
Sex	: male	Marital Status	: Single

Profile

- ❖ Ability to work under minimum supervision
- ❖ Ability to work under pressure
- ❖ Working within established guidelines, particularly with carrying out other duties assigned by the superiors.
- ❖ Good communication skills
- ❖ Team player
- ❖ To act as the middle man between the employees and the Company
- ❖ Willing to be in a highly competitive environment of target oriented achievers.
- ❖ Easily adapt to new environments.
- ❖ Willingness to learn
- ❖ Always willing to work in the best interest of the company other than those of others or my own
- ❖ Ensure the practice of integrity at all times
- ❖ Conversant with Microsoft office and emails

Professional and Academic Oualification

ACADEMIC QUALIFICATION:

<u>SCHOOL</u>	<u>YEAR</u>	<u>CERTIFICATE</u>
Stepping Stone Private School	2005	Grade 7 certificate
Kasanda Malombe Basic School	2007	Grade 9 full Certificate
Highridge High School	2010	Grade 12 full certificate

PROFESSIONAL QUALIFICATION

<u>INSTITUTION</u>	<u>YEAR</u>	<u>QUALIFICATION</u>
Northern Technical Collage (NORTEC)	2013 - 2015	Diploma in Science Laboratory Technology

Work Experience

- 1. PERIOD:** 1st AUGUST 2017 TO DATE
COMPANY: AABIYA LODGE
POSITION: FRONT DESK ASSISTANT/ WAITER
REPORT TO: THE LODGE SUPERVISOR

Duties and Responsibilities

- Taking Bookings Via Emails and Phone calls
- Check in and Check out Clients
- Receive Payments
- Issues receipts
- Receive guests
- Take meal orders From guests
- Assist at The Bar
- Other duties assigned by the superiors
- Supervise House Keeping
- Ensure clients feel at home
- Assist in the Restaurant
- Assist in stocktaking and issuing stock
- Cashing up bar sales#

- 2. PERIOD:** 1st January 2014 to 2nd February 2016
COMPANY: ZALCO LIMITED
POSITION: LAB ASSAYER
DEPARTMENT: COPPER SECTION DEPARTMENT

I worked for ZALCO Zambia Limited, a Mining and Copper and Aluminum processing Company for a period of more than 25 months in the chemical laboratory (Copper analysis) as a Laboratory Assayer.

KEY STRENGTHS

- Analytical abilities and attention to details
- Easily adapt to new environments
- Self-motivation driven
- Fast learner and good problem solving abilities
- Excellent time manager
- Excellent communication and interpersonal skills
- Computer literate

CAREER OBJECTIVES

To contribute to the development and successes of my employer company by using myself motivated ability, acquired knowledge and also to engage myself in activities that lead to continuous personal and organizational development and improvement in an effort to reach organizations and my full potential To contribute to the development and successes of my employer company by using myself motivated ability, acquired knowledge and also to engage myself in activities that lead to continuous personal and organizational development and improvement in an effort to reach organizations and my full potential.

HOBIES

Travelling and reading.

REFEREES

Mrs. Faith phelire Zulu
Human Resource manager
ZALCO LIMITED
Cell: 0977 516812

Mr. V M Mulenga
PRINCIPAL
Northern Technical Collage (NORTEC)
Email: principal@nortec.edu.zm

Miss Pezo Mushinda
Lodge Supervisor/Hro
Aabiya Lodge
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