

Curriculum Vitae

Paradzayi Makombe

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Date of Birth: 13 October 1972, Kadoma, Zimbabwe

Male Christian attending AFM in Zimbabwe – Church Elder

Languages : English, Shona Zulu & Ndebele

Member of the Zimbabwe Music Rights Association

Values

God, Respect for Individuals, Integrity, Hard work, Honesty, Righteousness.

Goals

- To develop my entrepreneurial skills in managing my own business with the expertise obtained in my retail experience with the leading retail operation in Zim for 20 years.
- To grow and develop my CRM (Customer Relations Management) skills founded at During my retail exposure.
- Pursue the utilization and development of my Credit Management skills.
- Establish and found Retail Consultancy
- To put to use the managerial skills acquired during my stay in Retail (Retail business is detailed business)
- To foster a spirit of straightforwardness and the upholding of acceptable ethical behavior.

Objective

To achieve professional proficiency based on optimal fusion of academic input and industrial nurturing. I desire a working environment which observes the highest standards of professional ethics, offers intellectual challenge, requires innovation and career development, be fine-tuned into a competent professional able to stand the test of time.

Education

2013 – Bindura University’s SME Capacity Building Workshop

2010 – OK Zimbabwe Branch Buyer Training

2005 – 2012 Product Knowledge Workshops for Various Food & Beverage Companies

2003 - Effective Group Leadership - Effectiveness Consultants

1998, 2001 Industrial Relations & Code of Conduct Administration workshops

2000 – OK Zimbabwe Retail Management Course

1999 – Supervisory Development Program (SDP) - Mandel Training Center

1998 – 1999 Certificate in Supervisory Management – Zimbabwe Institute of Management (ZIM)

1998 -Managing Credit – Heimat Enterprises

1994-1996 - Certificate in Business Studies - Foundation of Business Studies (FBS)

1987- 1990 - 7 GCE Ordinary Level subjects, Munyaradzi High School, Kadoma

Awards

Worker of the Month for several months – OK Zimbabwe

Aids Awareness Campaign Branch Manager of the year 2012

Employment

Period	Position	Institution
2013 – 2018	Debtors Controller (HOD) – Group	Coloursel Furniture
2013 – 2013	Operations Manager	Lennox Stationers pvt ltd
2007 – 2012	Branch Manager – Triangle	OK Zimbabwe – Retail Sector
2005 – 2007	Branch Buyer – Triangle	OK Zimbabwe – Retail Sector
2002 – 2004	Customer Service Manager – Bindura	OK Zimbabwe – Retail Sector
2000 – 2002	Receiving & Dispatch Manager Bindura	OK Zimbabwe – Retail Sector
1996 – 2000	Credit (Hire Purchase) Supervisor Kadoma	OK Zimbabwe – Retail Sector
1992 – 1995	Arrears & Data Entry Clerk – Hire Purchase Dept	OK Zimbabwe – Retail Sector

Areas Of Exposure

- Credit Management and follow – up processes. Managed arrears closing indices way above a standard of 0.3%.
- Sitting in Crime Consultative Committee (ZRP).
- Warehouse and Bulk Storage Management.
- Stock/Inventory Management (Managed shrinkage to 0.02% against a standard of 1%)
- Aids Awareness campaign
- Maintained a hard working & Industrial Action free workforce of 50 at OK Triangle.

Reasons for leaving

Coloursel Furniture – Voluntary Retrenchment
OK Zimbabwe – Diversification into Personal Interests

Key Competencies and Skills

- Very competent in Decision Making
- Ability to learn and adapt quickly and very flexible.
- Ability to work under pressure.
- Strong analytical skills.
- Effective team player, negotiator, leader.
- Excellent interpersonal skills.
- Performance oriented and results driven.
- Excel, Word, PowerPoint

Hobbies

Playing Golf, Athletics, Music & Travelling

References

Mr R Nyandoro
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Mr E Rugonye
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Executive Finance & Admin Manager
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