

# ZIMAZILE SOLACE SIBANDA

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## **PERSONAL SUMMARY**

Resourceful individual with excellent skills and commitment to providing great service. Strong organizational abilities with successes in managing multiple academic projects and volunteering events. Well-rounded team player, dedicated to academic pursuits up to university level.

## **OBJECTIVE**

Willing to give total support to the environment that I am in, with the experience and capability that I have in order to achieve organization's goals and create mutual benefit.

### **1. IDENTIFICATION DETAILS**

Date of birth	26 May 2004
Sex	Male
Place of birth	Bulawayo
Nationality	Zimbabwean
National I.D Number	08-2117069 H21
Marital status	Single
Passport Number	FN465556
Passport Expiry Date	26 November 2027

## **2. EMPLOYMENT HISTORY**

**January 2024 to August 2024**

**FOUNDEVER CUSTOMER SERVICE AGENCY  
WARSAW, POLAND**

- Responding to Inquiries
- Resolving Issues
- Assisting with Orders
- Providing Technical Support
- Processing Transactions
- Maintaining Records
- Offering Product Knowledge
- Communicating Policies
- Managing Communication Channels
- Escalating Issues
- Providing Feedback
- Building Rapport
- Adhering to Guidelines
- Continuing Education
- Promoting Products or Services

**February 2023 to July 2023**

**PRODUCTION TECHNICIAN TREGER INDUSTRIES BULAWAYO, ZIMBABWE**

- Worked as part of the manufacturing process
- Operated production machines
- Sorting and Packing products
- Sorting Rejected products
- Loading Items for dispatch

**January 2023 to February 2023**

**COMPUTER LAB TEACHER'S ASSISTANT**

**PETRA COLLEGE JUNIOR BULAWAYO, ZIMBABWE**

- Assisting in the daily learning activities and lessons for student
- Providing one on one support to students who need assistance in the lab
- Assisting the teacher in creating lessons and help setting up the computer for the lessons
- Ensuring discipline in the classroom

**December 2022 to January 2023 BUTCHER**

**AND CUSTOMER CARE ATTENDENT**

**SIZALABO BUTCHERY AND BARBECUE BULAWAYO, ZIMBABWE**

- Cutting, Grinding and preparing meats for sale
- Weighing, packaging, pricing and displaying products
- Keeping records, budgets and inventory
- Preparing and grilling customer meats

### 3. CHARACTER TRAITS

- Effective Time Management
- Fast Learner
- Good Communication Skills
- Friendly and Outgoing Attitude
- Good Leadership Qualities
- High level of discipline
- Willing to learn new things and getting out of my comfort zone

### 4. ACADEMIC QUALIFICATIONS

*\*course or qualifications are yet to be completed*

<u>CERTIFICATE*</u>	<u>YEAR*</u>
(a) Bsc Computer Science In Artificial Intelligence and Data Science	2023-2027
University Of Economics and Human Sciences In Warsaw	

<u>CERTIFICATE</u>	<u>YEAR</u>
(b) GCE “A” LEVEL – PETRA COLLEGE SENIOR	2021-2022
<u>SUBJECT</u>	<u>GRADE</u>
Information Technology	E (Advanced Subsidiary Pass)
Design and Technology	E (Advanced Pass)

<u>CERTIFICATE</u>	<u>YEAR</u>
(c) GCE “AS” LEVEL – PETRA COLLEGE SENIOR	2021
<u>SUBJECT</u>	<u>GRADE</u>

English General Paper

C (Advanced Subsidiary Pass)

**CERTIFICATE**

**YEAR**

(d) **I.G.C.S.E “O”LEVEL – PETRA COLLEGE SENIOR** **2020**

**SUBJECT**

**GRADE**

English Language

C

Mathematics

C

Geography

C

Business Studies

C

Combined Science

C

Design and Technology

B

Information Technology

C

Literature In English

C

Religious Studies

C

**CERTIFICATE**

**YEAR**

(e) **ZIMSEC “O” LEVEL** **2020**

**SUBJECT**

**GRADE**

Ndebele Language

C

**4. POSITIONS HAD AT HIGH SCHOOL LEVEL AND EXTRA CURRICULAR ACTIVITIES**

(a) **ACTIVITY**

**YEAR**

1<sup>st</sup> Team Rugby (Spartans)

2019-2022

Business Management

2021-2022

Computer Coding Club

2019-2020

Chess Club

2017-2018

(b) **POSITIONS SERVED**

- Vice-Captain for Rugby 1st Team from 2021 to 2022
- Executive Member in the Business Management Club serving as the Financial Director from 2021 to 2022
- House Steward from 2021 to 2022
- Secretary Chess Club 2017 to 2018

5. **OTHER QUALIFICATIONS**

<b><u>CERTIFICATE</u></b>	<b><u>YEAR</u></b>
SIGN LANGUAGE COMPETENCE CERTIFICATE	2022
SIGN LANGUAGE BASIC CERTIFICATE	2023
QUALIFI LEVEL 5 DIPLOMA IN TEACHING ENGLISH AS A FOREIGN LANGUAGE	2024

6. **OTHER INFORMATION**

- I have 4 years of experience in Sound Engineering (**self-taught**)
- I hold a Basic Sign Language Certificate, from The Sunrise Sign Language Academy and is certified by the Government of Zimbabwe.
- I hold a clean class 4 driver`s licence and an equivalent International Driver`s Licence

7. **REFEREES**

Obias Sibanda  
Treger Products t/a Monarch Steel Zimbabwe  
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