

# BRUCE F NYAMUKONDIWA



@farainyamukondiwa965@g  
mail.com

+971 559013075

No 1109, Zenith A1 tower. S  
ports City Dubai , UAE

## SKILLS

English (Eloquent Public speaker, great writing and reading)

Computer literate and IT system knowledge

Marketing ( Digital and Content) and Advertising genius

Sales and retail

Event planning and Supervising

Customer service and excellent problem analysis and solving

Time management and Team player

## OBJECTIVE

Resembling great excellence,etiquette and professional skill. Resilient, dedicated and reliable. Hard working and an energetic young man who is willing to go beyond the limits offering world class capabilities alongside a global mind-set. Team player who is co-operative, creative and follows orders whilst possessing great leadership skills. I am willing to provide the best services to your organisation.Ready for duty!

## EXPERIENCE

### **Prime Medical Center (UAE ,DUBAI)**

Data entry executive

Administrative clerk(supporting office staff and reception).Data entry Operations

Organising and designing database

Entering patient and account data from source document (accurate and consise).

Transferring information from paper format into computer files.

Customer service and registration .

MS Office (responsible for word , spread sheet and Excel)

### **Brands 4 You CBC ( UAE, DUBAI )**

Sales Associate

Customer Service in production selection.

Merchandising and customer engagement sharing product knowledge.

Creating a hospitable environment and reception

MS Office ( Word, Access,  
Spreadsheet and PowerPoint)

Web designing (HTML) and  
basic programming ( JAVA)

Honest and ethical

Bilingual communication  
skills

Global mindset along creative  
and visual thinking

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### **Mayoral boutique**

Assistant Manager

Responsible for implementing workforce  
procedures.

Overseeing daily procedures.

Supervising and managing the overall  
workload.

Handling customer transactions and  
providing support in escalated situations.

Referring credit products and balancing  
cash drawers.

### **Hillary Real Estate(Zimbabwe)**

Real Estate agent

Digital Marketing for properties.

Aiding customers purchasing, renting or  
selling properties.

Advising clients about market  
conditions,conducting meetings to provide  
guidance.

Site showing and customer assistance.

Portfolio manger duties aswell( asset  
allocation and selection)

### **City Council**

Junior Deputy Mayor

Technical and registration.

Management and monitoring of  
organisation.

Event organisation.

Disciplinary Committee and duty allocation.

## **Advocates of Hope International**

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Member (Voluntary)

Child rights advocate.

Spokesman.

Treasurer.



### **EDUCATION**

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**NAME University Dubai , UAE** Oct 2020~present

Bachelor's in Information Technology and  
Cyber Security

**Marlborough High School (Graduate)** 2019

Advanced Level (Maths , Biology, Chemistry  
and English Communication skills)

**Visitation High School** 2017

Ordinary Level(

English,Maths,Physics,Chemistry,Biology,Computer  
Science,Geography,Accounting,Wood Work)



### **REFERENCE**

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**Mohamed Asif - "Prime Medical Center (Dubai)"**

Head of HR Prime Medical UAE

asif@primehealth.ae. irfan@primehealth.ae