



RUMBIDZAI PEMBEDZA

PROFILE

GENDER	Female
MARITAL STATUS	Single
NATIONALITY	Zimbabwean
LANGUAGES	English and Shona
CONTACT NUMBER	0971558068423
EMAIL ADDRESS	ruepembedza@gmail.com
SKYPE ID	rumbie.joe

CAREER OBJECTIVES

To be part of a prestigious organization where a chance of a lifetime opportunity for career growth and economical prosperity is attainable and in turn dedicate my skills and experts to contribute the company's ultimate success.

ACADEMIC QUALIFICATIONS:

UNIVERSITY OF SOUTH AFRICA

Bachelors Degree specialization in Public Administration and Communication Science

INSTITUTE OF PERSONNEL MANAGEMENT-ZIMBABWE

Certificate in personnel management
Certificate in recruitment and selection

CAMBRIDGE UNIVERSITY

Ordinary level certificate

PROFESSIONAL QUALIFICATIONS:

- **EMIRATE GROUP SECURITY (AVSEC)**
Basic Aviation Security Course (Dangerous goods)
Aviation Security USA flights (non contact)
Specialist Training (Explosive Trace Detection)
- **DUBAI POLICE ACADEMY TRAINING (SIRA)**
Roles and responsibility of security personnel.
Key activities of security personnel.
Communication and customer care for security personnel.
Responsibilities of security personnel for health and safety
Dealing with emergencies.
- **EMIRATES AVIATION COLLEGE**
Fire safety training
Customer care training
First aid training

COMPUTER SKILLS:

- MS Windows
- MS Office (MS Word, MS Excel, MS PowerPoint , E-mails)
- Online shopping
- AS Connect (v.90and 3.0)
- Mars-macs-Aviva for desktops
- Dmacs (EK-Bofpl)

WORK EXPERIENCE

Transgurd Group Security LLC

Location : Emirates Group security HQ
Department : Airport Security Unit (ASU)
Position : Administrator
Duration : June 20019 to Date

Duties & Responsibilities

General office clerical work
Basic word processing and data entry
Answering emails and phone calls
Analyzing passenger documents
Giving pre-alert to profilers to verify passenger documents

Transgurd Group LLC

Location : Dubai International airport (DXB)
Department : Cargo and Aircraft protection unit (CAPU)
Position : Airport and Aviation Security (ETD operator)
Duration : December 2014 May 2019

Duties & Responsibilities

- Protection of people, property and premises.
- Information and response as per management
- Operating Explosive Tracing Detector (ETD) machine
- Contacting security search and passenger profiling
- Customer care for security personnel
- Confiscating all illegal items on boarding aircraft
- Taking samples on passengers and on baggage for security checks
- Report writing

RICCON ENGINEERING & DEVELOPMENTS- SOUTH AFRICA

Location : Durban - South Africa
Position : Front office Assistant
Duration : January 2012 – June 2014

Duties & Responsibilities

- Greet, direct and communicate with visitors.
- Receive, direct and communicate telephone and fax messages.
- Receive, distribute and send mails.
- Support the planning of meetings and conferences.
- Manage hotel, flight bookings and transportation coordination.
- Handle cars rentals, their renewals, data keeping and all related matters as per company procedures.
- Handle business cards printing.
- Assure Employees and Visitors attendance record is filled, maintained, documented and reported correctly.
- Maintain and order office supplies inventory
- Monitor the use of office consumables and equipment.
- Coordinate with the Facility Supervisor or responsible person the repair and maintenance of office equipment.
- Support in all administrative issues.
- Coordinate the meetings and serving refreshments
- Assure the office including reception area is in good condition.

- Keep an up-dated log book of and liaise with the concerned for licenses and agreements renewals.
- Supervise the office driver(s), office helper(s) and cleaner(s) and assure they are performing the job as required.
- Handle projects data, reports and certificates filed and updated.

MINISTRY OF LOCAL GOVERNMENT

Location : Harare – Zimbabwe
Department : Human Recourses Department
Position : Human Resources Assistant
Duration : Jan 2005-March 2008

Duties & Responsibilities

- Filing and documentation of all staff information records.
- Coordinating the processing of leave forms.
- Handle the operation Employees timesheets and attendance register.
- Organize the mobilization and demobilization logistics of field technicians; book their hotels, transportation etc
- Assure the gate passes for employees are provided on time and keep track of their expiry dates.
- Drafting of various letters and memos.
- Organizing training, workshops and seminars for new employees according to departments.
- Help with the induction process of new employees.
- Perform other duties as required.

PERSONAL ATTRIBUTES AND SKILLS

Excellent communication skills especially with the public.
 Able to work under pressure with or with little supervision.
 Able to adjust to working hours.
 Quick and flexible to learn new skills
 Smart

REFERENCES

Available on Request