**CURRICULUM VITAE**

**FOR**

**TATENDA MUKHALELA**

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House Number 3190

Gaza Township

Chipinge

Cell : 0773 477 910 / 0738 507 203

Email address : tatemuks22@gmail.com

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**PERSONAL DETAILS**

Date of birth 06 October 1992

Sex Female

ID Number 63-1472362 B 13

Nationality Zimbabwean

Languages English, Shona, Ndebele and Sotho

Marital status Single

**CAREER OBJECTIVES**

* To be part of a strong administrative team.
* To be an aspiring and motivating leader.
* To be part of planning, organising and managing operations and activities of an organisation.

**PROFESSIONAL QUALIFICATIONS**

**Tertiary Education**

Degree programme : Bachelor of Health Services Management

Degree class : Pending

Awarding University : Africa University

Graduation Year : June 2015

**First year**

**Course Grade**

Communication skill 1 C+

French for beginner’s 1A-

French for beginner’s II  **A**

Introduction to Information Technology A-

Foundations of Accounting 1 A-

Foundations of Accounting II B

Economic Principles 1 B-

Economic Principles II B

Introduction to Management B+

Human Biology(Anatomy and Physiology) B

Introduction to African Studies B+

Communication and Counselling Skills B+

Biosciences A-

Ethics and Christian Values B

**Second year**

**Course Grade**

Introduction to Psychology B+

Introduction to Sociology 1 C

Organisational Behaviour B

Health Informatics A-

Introduction to Epidemiology and Biostatistics B

Prevention and Control of Communicable Diseases B-

History of Health Care in Africa B

Microcomputer Applications A-

Health Services Organisations C+

Health Economics and Health Care Financing B+

Principles of Health Promotion B+

Health and the Environment B-

Research Methods and Ethics in Health Care B

Prevention of Non-communicable Diseases A

Family Health C+

**Third year**

**Course Grade**

Management Accounting A

Accounting Information Systems B+

Auditing Principles B+

Human Resources Management B

Management Theory and Practice II A-

Health Service Administration and Management A-

Care of the Vulnerable B

Health Programme Development and Evaluation A-

Health Services Practice 1 A-

**Fourth year**

**Course Grade**

Research Project Proposal B+

Health Services Practice II A-

Pogramming 1 pending

Database Systems pending

Web Application Development pending

Government Accounting pending

Project Report pending

**ACADEMIC QUALIFICATIONS**

**GRADE 12**

School Attended Mbulawa Secondary School(2010)

**Subject Grade**

IsiNdebele Home Language 6

Afrikaans Second Additional Language 4

English First Additional Language 6

Mathematics 7

Life Orientation 7

Life Sciences 6

Physical Sciences 5

**COMPUTER LITERACY**

* Microsoft word
* Microsoft excel
* Microsoft PowerPoint
* Microsoft access

**PERSONAL ATTRIBUTES**

* Self motivated person
* Desire to learn new things
* Can work under pressure with minimum supervision
* Result oriented
* Enjoys challenges

**HOBBIES**

* Drawing
* Singing
* Reading novels

**WORK EXPERIENCES**

**January 2014 to December 2014**

Employer : Ministry of Health and Child Care

Position held : Health Services Administrator(Attachee)

**Duties And Responsibilities**

* Managing the administrative tasks of the entire hospital
* Planning , organising and controlling of hospital activities
* Creating budgets for various departments of the hospital
* Planning for resources
* Facilitate procurement of equipment
* Asset inventory and reconciliation
* Supervising departmental heads under catering, laundry, stores, ancillary staff
* Maintenance of vehicles and infrastructure

**REFERENCES**

Mr J Matsvimbo

Hauna District Hospital

P Bag 1022

Hauna

Cell : 0774388387

Telephone : 0228509

Mr Mamokabi

Mbulawa Secondary School

P Bag 523

Mbibane

0449

South Africa