

RESUME

PERSONAL DETAILS



SURNAME : MAKOWAH

FORENAMES : MUZONDIWA GILBERT

DATE OF BIRTH : 10 MAY 1965

SEX : MALE

NATIONALITY : ZIMBABWEAN

MARITAL STATUS : MARRIED

NO. OF DEPENDANTS : THREE

HOME LANGUAGES : ENGLISH

RELIGION : CHRISTIAN (METHODIST)

HOME ADDRESS : 525 TONGAYI ROAD
MARIMBAPARK
P.O. MUFAKOSE
HARARE
ZIMBABWE

CONTACT TEL : +263 772 467445

EMAIL : wushuzim@yahoo.com

ACADEMIC QUALIFICATIONS

G.C.E 'O' LEVEL	SUBJECT	GRADE
	MATHEMATICS	C
	LITERATURE IN ENGLISH	C
	ENGLISH LANGUAGE	B
	SHONA	B
	PHYSICS WITH CHEMISTRY	C

PROFESSIONAL QUALIFICATION

SUBJECT

AUDITING
INTERVIEWING COURSE
SUPERVISORY MANAGEMENT
SALES MANAGEMENT
SPORT ADMIN COURSE

WORKING EXPERIENCE

PREVIOUS EMPLOYER : SALARY SERVICE BUREAU
POSITION HELD : SENIOR SALARIES ADMINISTRATOR
DURATION : 14 YEARS

ADMINISTRATION AND SALES EXPERIENCES

ADMINISTRATION EXPERIENCE

- Appointed in government service in December 1986 as a junior personnel clerk.
- Responsible for receipting cash, ordering inventory and stationery.
- Dealing with labour related issues, terminations, promotions, sick leave, advancements and discharges.

- Identifying courses for various grades and maintaining a liaison with other government departments and ministries and the civil servants at large.
- Recruitment of new staff and develop a training program for all recruits.
- Actioning of leave forms, maternity leave, disallowances tax certificates issuance etc.
- Ensuring team building amongst staff to realize company strategic direction.
- Monitoring the effectiveness of both individual staff members and of the organization.
- Analyzing the costs and benefits of the organization activities and modifying accordingly.
- Implementing a strong strategic management plan for the organization.
- Developing skills to effectively manage people and resolve conflicts.
- Exercising political judgement in relation to the nature and pace of development with acute sensitivity to the impact of the developments. - Responding to telephones and written queries.

1990- 1992

- Promoted to lead Auditing team
- Auditing all government ministries and departments as well as parastatals.
- Submitting written audit observations to heads of departments and ministries.
- Making recommendations where wastage can be minimized. - Writing monthly audit reports.

1993- 1996

- Promoted to be Supervisor/ Manager for taxation department after obtaining Supervisory Management Certificate.
- Ensuring that all civil servants have tax deducted from salaries.
- Collection of government revenue and submitting to Collector of Taxes.
- Selling importance of taxation to corporate world.
- Supervisor of the personnel department after becoming an all rounder in all government aspects.
- Resigned from government in 2001 to lead a sport organization.

SALES EXPERIENCE (2001-2003)

- Sales Executive for Beta Ball Sport Company.
- Selling sports wear to various schools around the country.
- Selling sports wear to various football clubs of Zimbabwe as well as other sporting disciplines.

- Maintaining a close liason with clients by making visitations.
- Attending to telephone and written queries.
- Marketing corporate brands at various schools competitions.
- Donating T-shirts and other prizes for nominees of the National Sports Awards.
- Writing monthly Sales Reports.
- Involved in sport activities organized by the banking sector.

SPORT EXPERIENCE (2004 TO CURRENT)

- Organizing a sport organization by understanding its environment, internal structure and operation.
- Managing a sport organization strategically by preparing , carrying out and evaluating a strategic plan.
- Managing human resources in sport organization through the development of rules and regulations and recruiting , motivating and training human resources.
- Managing finances in a sport organization using appropriate and transparent procedures.
- Managing marketing in a sport organization in line with the global strategy of the organization , stakeholder requirements and sponsorship opportunities.
- Organizing major sport events when appropriate for the organization's strategy and when compatible with available human resources and facilities.

- Chairman of the Zimbabwe Martial Arts Academy , a multi-sport Martial Arts Sport Academy.
- Marketed the sport to be registered with the Sports Commission and the Zimbabwe Olympic Committee.
- Designed and produced a marketing plan for the Academy at the SADC meeting and IOC meetings
- Elected executive committee member of the African Kabaddi Federation in March 2018 (Bangalore, India)
- Working with various stake holders to have most sport disciplines of the Academy participate at African Union Games.
- Executive member of the World Toai Kung Fu Federation based in Iran.
- Lifetime member of the World Brendan Fou Martial Arts Federation of Pakistan.
 - Owner of 5 Kung Fu Clubs in Harare, Zimbabwe.
- Assistant Secretary General of the African Kabaddi Federation.
- President of African Toai Federation.

HOBBIES

Music ,travelling, reading novels, jogging, organizing events, going to church.

REFERENCES

Mr. Michael Manyati
Snr Salaries Officer
Salary Service Bureau
+263 242 708281-9
+263712 550 921

Mr. Martin Dururu
Sport Manager
Sport & Recreation Comm
+263773 413 357

Mr. Titus Zvomuya
Head-Sport Development
Bindura University of Science Education

+263712456955