Personal Details

First Name: **EDRICE**

Surname: **LUKWESA**

Sex: **Female**

Date of Birth: **22rd September, 1984**

Marital Status: **Married**

Nationality: **Zambian**

NRC: **240855/68/1**

Religion: **Christian**

Physical Address: **H 532, Ndeke Village, Kitwe**

Email Address: **edricemusonda@gmail.com**

Contact No.: **0969257030 / 0976240171**

Objective

I have about 2 years' experience in positions of general work in nature, 3 years' experience in a records management environment, I work great with others, enjoy helping others, I take my job seriously. Done many years of clerical work, working on computers. I have handled large amounts of money/ deposits. Excellent math skills. I am a quick learner, I can do anything that my mind sets to do. I believe I can be a great asset to this company.

Skills

Office and Record Management, Computer Skills, Customer Service.

Work Experience

General Worker

CHATEPA GENERAL DEALERS - 2021 – to date

- Cleaning offices, dusting, empty out trash in each office and ensure that there is no accumulation of trash in the offices
- Washing kitchen utensils
- Making tea for office staff
- Assisting with cooking and serving food
- Undertake any other duties as assigned

Office Secretary

LEMMAU INVESTMENT - 2019 – 2021

- Cleaning offices and surrounding areas
- Keeping a sanitized and orderly environment in offices
- Sorting information and documents for filing according to database and record management system
- Classifying and coding information and documents for inclusion in database and record management systems
- Updating and modifying records
- Filing information and documents in database and record management systems
- Identifying and retrieving information and documents for users
- Recording file and document movements
- Labelling storage locations, and assembling and labelling new files
- Photocopying, scanning and printing of documents

Cashier

DEBONAIRS PIZZA - 2015 – 2019

- Manage transactions with customers using cash registers
- Collect payments whether in cash or credit
- Issue receipts, refunds, change
- Redeem stamps and coupons
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving the store
- Maintain clean and tidy checkout areas

Office Secretary

CENTERPRISE - 2010 – 2011

- Keeping up-to-date contact details (i.e. names, addresses and telephone numbers) for the management and ordinary members of the organisation.
- Filing minutes and reports
- Compiling lists of names and addresses that are useful to the organisation, including those of appropriate officials
- Keeping a record of the organisation's activities
- Keeping a diary of future activities.

Office Secretary

CELTECH - 2005 – 2006

- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents, and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands
- Coordinating events as necessary.
- Maintaining office equipment as needed.
- Aiding with client reception as needed.
- Creating, maintaini**ng**, and entering information into databases.

Education

Academic Qualification

- 1998 – 1999 **Grade 9 Certificate** at Mikomfwa Basic School
- 2000 – 2003 **Grade 12 Certificate** at Mpatamato Secondary School

Professional Qualification

- 2004 June – 2005 March **Certificate in Computer Systems** at Steelgate Computer Systems

Referees

Mr. Pax Tembo
Manager
Chatepa General Dealers
Contact: 0975406101

Mr. L. Nkonde
Director
Lammau Investment
Contact: 0968847762

Mr. Clive Mweemba
Supervisor
Debonair Pizza
Contact: 0962482724