



Collins Kashoka

Business Management

Strong business acumen with great leadership skills in Entrepreneurship, Strategic and Project Management, Marketing and Research. Innovative, hardworking and multi-skilled professional with strong work ethics, an effective team player, excellent communicator with sound decision and problem solving skills. Dedicated to improve public-private dialogue on policy and regulation.

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📍 7 Protea Street, Langebaan 7357, Western Cape. South Africa

PROFESSIONAL EXPERIENCE

Café Supervisor The Shack Bay Hotel

02/2021 - Present

Langebaan, Western Cape, South Africa

Achievements/Tasks

- Staff training and ensuring teamwork is maintained. Monitoring and evaluating staff performance in conjunction with the Café and Hotel Manager. Stock control and rotation. Handling customer enquiries, complaints and feedback effectively.
- Taking care of production efficiency, administrative tasks, customer happiness and overall cafe food and beverage preparation, display and delivery of food and drinks, handling all credit and cash transactions, cash-up and health and safety.
- Overseeing water sport and outdoor activities such as kayak and kite surfing equipment rentals, bookings and taking good care in teaching and guiding guests well.

Contact : Bakkies Hugo - +2783 305 4340

Production Planner Nampak

01/2018 - 12/2019

Harare, Zimbabwe

Achievements/Tasks

- Managing the scheduling and timeliness of the production process to ensure the company meets all deadlines. Managing material and equipment availability, scheduling production and monitoring the production process for problems. Price estimation, working hand in hand with the production manager, sales and production team and finance team in production on monthly and annual production and sales budgets.

Contact : Daniel Magagada. - daniel.magagada@nampak.com

Finance & Administration Intern Zimbabwe Building Contractors Association

01/2016 - 03/2017

Harare, Zimbabwe

Achievements/Tasks

- Lobbying, advocacy and representation, offering highly specialized customer service and membership assistance.
- Administration and Marketing Associations AGM, conference and Regional Meetings.
- Engaging and managing special projects such as setting up SME desk, young contractors desk and Women desk in the built environment, venture creation and business development through promoting, empowering and capacitating a growing membership and advocate for equity in the construction and allied industries.
- working to strengthen public-private dialogue on policy and regulation
- Supporting regulatory reform and economic policy design and implementation

SKILLS

Policy implementation

Corporate Governance

Multitasking

Health & Safety

Entrepreneurial

Research

Project Management

Leadership

Strategy Development

Time Management

Attention to Detail

Voluntary Work

Lobbying, Advocacy & Representation

Strong Work Ethic

Excellent Communication Skills

EDUCATION

Chinhoyi University of Technology (01/2014 - 12/2017)

Bachelors of Science Honors: Degree Business Management and Entrepreneurship

Highfield High School (01/2010 - 12/2011)

GCE Advanced Level Certificate

Highfield High School (01/2008 - 12/2009)

GCE Ordinary Level Certificate

Chilton International (01/2023)

First Aid & CPR Certificate

Chilton International (01/2023)

International Professional Care Giver Certificate

VOLUNTARY WORK - Serenity Haven Frail Care (12/2022 - 12/2023)

Health Care Assistant- Personal care, bed bathing and showering of frail patients - Dressing patients that cannot do it for themselves - Helping patients in and out of bed with or without wheelchairs - Feeding patients, serving meals and tidying away - Tidying patients clothing cupboard - Assist with folding and putting away laundry for elderly - Cleaning (washing of dishes and sweeping) - Making sure patients drank their tablets when given by the sister - Hand and nail care - Engaging elderly person with creative activities, reading, board games - Assist with conversation, comforting

Voluntary Work- Bumhudzo Old Peoples Home (12/2019 - 12/2019)

Care Giver - house-keeping roles, feeding of patients, pressure area care, vital signs, oral hygiene, bed making, keeping and recording of documents, mobility assistance, damp dusting and companionship.

LANGUAGES

English

Full Professional Proficiency

Shona

Native or Bilingual Proficiency