

CURRICULUM VITAE

MACELINE KADURIRA (Female)

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PERSONAL DETAILS

Date of Birth: 20/09/1992

Nationality: Zimbabwean

Languages:. English (fluent), Shona (fluent)

Religion:. Christianity

Valid passport

ACADEMIC QUALIFICATIONS

2016 BSc Psychology Honours Degree: **Africa University**

Modules Covered: (part of)

- . Health Psychology
 - . Neuropsychology
 - . Psychopathology
 - . Organizational Psychology
 - . Psychology Research Methods,
 - . Qualitative Research Methods in Psychology,
 - . Statistics in Psychology,
 - . Sociology,
 - . Psychological Testing and Measurement,
 - . Educational Psychology,
 - . Psychology of Gender
 - . Cross –Cultural Psychology,
 - . Psychology of trauma and humanitarian intervention,
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Current Studies

2017 MSc E- Health & Tele-Medicine **Rome Business School Italy**

EDUCATIONAL QUALIFICATIONS

2010 3 Advanced Level Passes (Geography, Literature and History)

2008 6 Ordinary Level Passes including English and Science

2008 HEXCO Computer Operations and Packages (Credit Pass)

WORK EXPERIENCE

Job Title: Communications Officer and Educational Tutor (Volunteering) February 2016 –September 2017)

Organisation: Inspire Tutors Harare Children's Home

Responsibilities:

Tutoring children

Providing educational advice

Advertising and managing social media and press

Research for the project

Job Title: Human resources and risk management assistant (internship) January-December 2014

Organisation: Mugandani Enterprises t/a Muga Foods

Responsibilities

Compiling time sheets and calculating overtime

Distributing payslips

Handling employee's queries

Compiling the Wage bill every month I get to work out the people's salaries and other duties as required such as NSSA, NEC, PAYE and AIDS Levy

Responsible for awarding monthly awards

Counselling session

Risk management

Job Title: Sales assistant May- August 2012

Organisation: Africom Telecoms

Responsibilities

Assisting clients with queries

Selling mobile and data services

Advertising of companies products

Job Title: Part time bookkeeper

Organisation: Printrock Spares

Responsibilities

Stock Taking

Reports.

Computer Literacy

Confident in a range of computer programs within the Microsoft office package (Excel, PowerPoint and Word). **(HEXCO) accredited**

Confident in usage of SPSS (Statistical Package for the Social Sciences), which can be used to attain values of correlation, regression and analyze and interpret statistical data.
