

JANETH FAUSTINE CHACHA

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Mobile: +255 782 304314, +255 742 516332 | **Nationality:** Tanzanian | **Sex:** Female

PERSONAL PROFILE

Performance-oriented finance professional with 2 years of experience in the accounting, banking, and financial sector. Proven track record in product sales, demonstrating strong interpersonal skills and exceptional services throughout my career. Identifies and solves financial issues, innovative and knowledgeable banking professional with enough experience in finance, sales, marketing, and accounting. Believes in integrity, efficiency, and exceptional customer service by making sure customers are well attended and satisfied.

WORK EXPERIENCE

Assistant Supplies Officer, Supplies Department, Mlimba Station

Tanzania Zambia Railway Authority (TAZARA), October 2021 - December 2022

- Distributing material requirements from various departments.
- Recording items in the Good Received Note (GRN), which includes foodstuff, gas oil, and other materials.
- Writing daily reports of lubricants.
- Transferring various forms (retirement forms, oil invoices, and others) to the head supplies office.
- Recording general imprest forms in the dispatch book.
- Record keeping of supplies forms such as retirement forms, safari imprest forms, fuel requisitions, material requisitions, etc.
- Providing fuels to different locomotives, that's of mixed trains as well as Schömas.
- Providing workers in the rescue team with foodstuffs in case of existence of train accidents.

Trade Development Representative (TDR), Summit Center Arusha

Vodacom Tanzania Limited, March 2021 – June 2021

- Recruiting M-Pesa agents and processing M-Pesa float distribution.
- Providing knowledge to customers on Vodacom products.
- Recruiting Lipa agents, that is of Lipa kwa M-pesa product.
- Agent and merchant branding and visibility materials, including tariffs and agent stickers.
- Dealing with GSM business, that is selling and conducting chip registration and selling of vouchers.

- Conducting market attacks in areas where Vodacom products are not active and also revenues keep deteriorating.
- Monitoring network access in every cluster.
- Make sure every new product is well driven in the market, such as Songesha, Wezesha, and onboarding.

Bank Officer, Morogoro Road Branch

National Microfinance Bank (NMB) PLC, July 2019 – November 2019

- Processing bank slips; withdrawal slips and deposit slips both cash and forex, cheques, online bill payments, transfer forms - TISS, EFT, and SWIFT.
- Provision of bank statements to customers.
- Assisting in checking customers' account balances.
- Processing bank forms; KYC, account opening forms, status change forms, SMS alerts, and NMB mobile forms.
- Handling cheque books, cheque orders, and checklists.
- Provide requirements needed for loan payments to the customers.
- Providing knowledge to customers on bank products.
- Finding leads on new customers of bank products.

EDUCATIONAL BACKGROUND

Bachelor Degree of Banking and Finance, Institute of Finance Management, 2017 - 2020

Advanced Certificate of Secondary Education, JJ Mungai Secondary School, 2015 - 2017

Certificate of Secondary Education, Rising Star Secondary School, 2011 - 2014

TRAINING AND PERSONAL SKILLS

Communication skills | Sales and marketing | Customer care

Introduction to accounting | Entrepreneurship skills

Credit and lending skills | Teamwork skills | Computer skills

BANKING AND FINANCIAL SKILLS

Banking operations and management | Micro financial services

Bank assurance services | Economics of finance

Treasury management skills | Accounting skills

OTHER ABILITIES AND SKILLS

Demonstrate the highest degree of integrity

Excellent communication skills

Self-motivated, hardworking, and committed

Responsible person, goal-oriented, and well organized

Creative, flexible, resourceful, and initiative

Proficient with MS Excel, MS Word, and MS PowerPoint

A multi-discipline professional and ready to learn new things

REFEREES

Mr. William H. Kaitira,
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