**EMMANUEL PAUL MARCEL**

**Nationality** : Tanzania

**Address** : Mbezi - Msuguri, Dar Es Salaam

**Tel** : +255 762 133 926 / +255 714 674 770

**Email** : emmanuelmarcel6@gmail.com

**INTRODUCTION**

I am a self-motivated Banking and Finance professional with a well-rounded experience in data entry, accounting, marketing and sales. I am an open-minded person with an enthusiasm to learn more through working experience for achieving organizational goals required as well as personal growth.

**EXPERIENCES AND PRACTICES**

**KOTI BROTHERS LTD – 2022 – 2023**

**Recovery Officer**

* Keeping and tracking debtors’ records and outstanding debts
* Locate and contact all written off debtors
* Negotiating payment plans and deadlines
* Providing solution to customers’ complaints and inquiries

**NATIONAL BUREAU OF STATISTICS (NBS)-** **August** **2022**

**Content Supervisor: Population and Housing Census 2022**

* Training and supervision of Enumerators who collected data directly from households. This involved ensuring Enumerators understood the questionnaire, data collection procedures, and ethical guidelines.
* Quality assurance and data verification on data accuracy and completeness. To identify and address any inconsistencies or missing information.
* Logistics and coordination, this included managing supplies, resolving logistical challenges, and ensuring timely data submission.
* Communicating and reporting regularly on progress reports and any identified issues to superiors, also addressing concerns from Enumerators or the public.
* Data entry and management, in some cases, I was responsible for entering collected data into electronic systems or managing data storage and security within assigned areas.

**ORTUS COMPANY LTD – 2019 – 2022**

**Data Entry Clerk**

* Processing and uploading video and audio data to the company’s database server
* Analyzing uploaded video and audio data provided for customers’ direct access
* Creating spreadsheet to maintain records of videos and audios uploaded into the company’s data server
* Assisting in other administrative activities as required by the supervisor

**LESSO AFRICA COMPANY LIMITED – 2018 – 2019**

**Sales Officer**

* Acquiring new customers and maintaining existing clients
* Making follow ups on potential customers for business discussion
* Attending to customers’ enquiries, responding to their questions and escalating their issues to the relevant department
* Maintaining records of sales, schedule customers’ appointments
* Collaborating with marketing personnel to ensure that we achieve the company’s annual required sales target

**EDUCATION**

**THE INSTITUTE OF FINANCE MANAGEMENT – 2014 to 2017**

* Bachelor of Banking and Finance

**UMBWE SECONDARY SCHOOL – 2012 to 2014**

* Advanced Certificate of Secondary Education (ACSE)

**STANLEY SECONDARY SCHOOL – 2008 to 2011**

* Ordinary Certificate of Secondary Education (CSE)

**PERSONAL DEVELOPMENT SKILLS**

* **Computer Proficient**
* Proficient in Microsoft Office packages, including Word, Excel, and PowerPoint.
* Familiarity with accounting software such as Tally Software and QuickBooks, facilitating efficient financial management.
* **Language Proficiency**
* Fluent in English, both written and spoken, facilitating clear communication in diverse environments.
* Proficient in Swahili, enhancing communication abilities in multicultural settings.
* **Data Analysis**
* Possess beginner-level skills in data analysis software, demonstrating an aptitude for interpreting and deriving insights from data.
* **Digital Marketing**
* Basic knowledge of digital marketing principles, including social media management and online advertising strategies.
* **Communication and Customer Service**
* Strong communication skills, both verbal and written, enabling effective interaction with colleagues and clients.
* Proven track record in providing excellent customer service, ensuring customer satisfaction and retention.
* **Sales Acumen**
* Natural sales personality with an enthusiastic approach, adept at persuading and influencing others.
* Demonstrated ability to drive sales and achieve targets through effective negotiation and relationship building.
* **Continuous Learning**
* Possess a hunger for knowledge, displaying a proactive attitude towards learning new skills and adapting to new experiences.
* Quick to grasp new concepts and technologies, fostering personal and professional growth.
* **Teamwork and Follow-Up**
* Excellent teamwork skills, collaborating effectively with colleagues to achieve common goals.
* Strong follow-up and follow-through abilities, ensuring tasks are completed efficiently and to a high standard for positive outcomes.
* **Self-Motivation and Integrity**
* Self-motivated and confident individual with a strong work ethic and integrity.
* Capable of working autonomously and taking initiative to overcome challenges and achieve objectives.

**HOBBIES AND INTEREST**

* **Sports Enthusiast**
	+ Actively engage in various sports activities, with a particular passion for basketball.
	+ Participate in local basketball leagues and tournaments, showcasing dedication and teamwork skills.
* **Community Involvement**

Member of Don Bosco Youth Centre, contributing to community development and fostering leadership among youth.

* + Engage in volunteer activities, organizing events, and mentoring younger members, demonstrating strong interpersonal and organizational skills.
* **Traveling:**

 Enthusiastic traveler with a keen interest in exploring diverse cultures and experiencing new environments.

* + Cultivate adaptability and cultural sensitivity through immersive travel experiences, broadening perspectives and fostering open-mindedness.
* **Reading and Continuous Learning:**
	+ Avid reader with a penchant for exploring various genres, including literature, self-improvement, and personal development.
	+ Proactively seek out opportunities for continuous learning, acquiring new knowledge and skills to enhance personal and professional growth.
* **Creativity:**
	+ Foster creativity through artistic pursuits, such as content creation, painting, writing, or music, cultivating an innovative mindset and a fresh perspective in problem-solving.
* **Environmentalism:**
	+ Advocate for environmental sustainability and conservation efforts, promoting awareness and actively participating in eco-friendly initiatives.
	+ Engage in practices that reduce ecological footprint and support green living principles, demonstrating a commitment to preserving the planet for future generations.
* **Agriculture:**
	+ Maintain an interest in agriculture and sustainable farming practices, recognizing the importance of food security and environmental stewardship.
	+ Stay informed about advancements in agricultural technology and techniques, contributing to discussions on agricultural sustainability and rural development.

**REFEREES**

**Name**  : Mosi, Divine A. M. Mosi

**Title** : Manager, Brand and Communication

**Company** : ZANTEL

**Tel** : +255 774 000 011

**Email** : d.mosi@zantel.co.tz

**Name**  : Abdulkadry Mntambo

**Title** : Senior Computer System Analyst

**Company** : Trane Technologies

**Tel** : +1 240 906 0766

**Email** : mntambo.abdul@gmail.com

**Name**  : Kerubin Alex Kizito

**Title** : IB Learning Support Teacher

**Company** : Dar Es Salaam International Academy

**Tel** : +255 742 301 657

**Email** : cherubinalex123@gmail.com