

**ANTHONY MMARI**

PHONE: +255754627790

EMAIL:anthonyrabson13@gmail.com

DAR ES SALAAM, TANZANIA.

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## **PROFILE**

A hardworking and committed individual with an open mindset, flexible and one who can adapt quickly to working environment. A team player and one who is ready to learn and quickly digest facts, reliable, efficient and always meet deadlines.

## **PERSONAL DETAILS**

Date of Birth	13/08/1998
Nationality	Tanzanian
Sex	Male
Religion	Christian
Marital	Single
Language	English and Kiswahili

## **EDUCATIONAL BACKGROUND**

2018-2021	University of Dar es Salaam	Bachelor Degree of Arts in Statistics.
2016-2018	Scolastica High School	Advanced Certificate of Secondary Education (ACSEE).
2012-2015	Agape Lutheran Junior Seminary (ALJS)	Certificate of Secondary School Education (CSEE).
2005-2011	Minazi Mirefu Primary School	Primary School Education.

## **SKILLS**

- Computer packages (MS Word, MS Excel, MS PowerPoint)
- Report Writing
- Communication and Social skills
- CRM Software.

## **WORKING EXPERIENCE**

### **Dexintec Finance Tanzania Ltd**

Duration: 9<sup>th</sup> May 2023 – Present

#### **Position: Reconciliation Officer**

##### **Responsibilities**

- Reconcile and confirm acquired transactions on payment gateway against all inward settlement.
- Prepare day to day, weekly and monthly financial reports.
- Liaise with counterparts in relation to all unsettled transaction.
- Review refunds and reversals received on reports against system data and customers once justified.
- Review submitted disputes prior to escalation as chargeback.
- Process MPESA, AIRTEL MONEY AND TIGOPESA pay bills reversal.
- Support Fraud mitigation and monitoring by reporting suspicious transactions to Security team.
- Reconcile the prepaid suspense accounts against system reports and clear exceptions.
- Process prepaid manual funds transfers for expired, lost or upon customer request.
- To carry out any other duties or special projects which may be assigned to from time to time by supervisor.

### **Raytill Tanzania Limited**

Duration: 30<sup>th</sup> May 2022 – 9<sup>th</sup> May 2023

#### **Position: Debt Collector/ Recovery**

##### **Responsibilities**

- Keep track of assigned debtors account to identify outstanding debts.
- Contacting customers and informing them of their overdue bills.
- Advising customers on their payment options and suggesting methods of payment.
- Negotiating suitable repayment plans.
- Plan and implement course of action to recover owed money.

### **Akiba Commercial Bank Plc**

Duration: 10<sup>th</sup> July 2019 – 29<sup>th</sup> October 2019

#### **Position: Front Office Section (Internship)**

##### **Responsibilities**

- Exquisite customer services.
- Monitoring and Evaluate Bank accounts of customers.
- Registration of new Bank accounts.
- Maintenance and settlement of customer Bank accounts.
- Marketing and sales operations of Bank products.

## **REFFEREES**

CPA(T) FREDRICK ABRAHAM MOSSI

Senior Benefit Officer,  
National Social Security Fund (NSSF),  
Mobile: +255754229014  
Email: [fredrickmossi@gmail.com](mailto:fredrickmossi@gmail.com)

JACKSON MTATIRO

Recovery and Collection Supervisor,  
Raytill Tanzania Limited,  
Mobile: +255769001633  
Email: [jkmtatiro@hotmail.com](mailto:jkmtatiro@hotmail.com)

RUTH-NEEMA SWAI

B2B Service Manager,  
Honora Tanzania PLC (TIGO),  
Mobile: +255713644166  
Email: [ruth.swai@tigo.co.tz](mailto:ruth.swai@tigo.co.tz)