Branch Coordinator,

Location: Songea Branch.

Phone no. 0754086825 or 0712728867.

Email: sylvanusmafuru42@gmail.com

**PROFESSIONAL PROFILE.**

`A graduate diploma in Procurement and Supplies Management, June 2009. College of Business Education (CBE), Dodoma campus. With over 5 years of C2B and B2B sales experience, I have consistently exceeded sales targets, achieving a remarkable 40% increase in sales within the first year of a new territory development. My background includes a proven track record I enhancing sales metrics and passion for building business relationships.

**CORE SKILLS.**

* Presentation skills
* Time Management and Prioritization
* Negotiation skills
* Communication skills
* Computer skills (MS Excel, MS Word, MS Power point and Email)

CAREER SUMMARY.

Currently:

Tunakopesha Financial service ltd

Branch Coordinator Songea Branch.

KEY RESPONSIBILITIES.

* Achieve recruitment targets
* Organize and conduct recruitment event and careers seminars in different locations.
* Training agents/consultants on filling customer form properly
* Identify needs and goals of team
* Ensure regular review and Communication of progression
* Plan sales activities periodically
* Daily contact with a team
* Support underperforming team member and identify areas to improve performance
* Ensure practicing Ethical process
* Visiting client in the field with new or existing clients
* Creat solution and ensure a smooth sales process
* Evaluate customers skills, needs and building producing long lasting relationships.
* Meet personal and team sales targets
* Maintain Anda expand client database within the assigned territory
* Forecast sales, develop sales strategies/models Anda evaluate their effectiveness
* Ensure the loan are punched in correctly-the installment and balance amounts
* Repunch any loans stopped mid way- NIL PAYMENTS
* Recoveries of customers not in services due to the termination, resignation, death.. ect by directly contacting the customer and/or through their terminal benefits- Legal.

**2020 -2023**

**Sales Team Leader, BancAbc Tunduru.**

* Act as a mentor out guide for the sales employees punt in their charge and supposed to set monthly, quarterly and annual plans and goals promote sell the company’s product.
* Managed And mentored a team of 10 professionals leading to 15% increases in team performance.

**KEY RESPONSIBILITIES**

* Identifying sales goals, setting sales goals in one the main aspects of a sales manager.
* Creating monthly, sales plan.
* Providing training and coaching sales teams.
* Recruiting and Hiring sales team.
* Coordinate and implement sales, marketing and retention programs in competitive markets within the Region.
* Ensure the delivery of all the required documents in a timely manner to maintain accurate records in alignment with work policies and procedures.
* Prepare sales reports to advise direct sales supervisor stating sales progress in order to support further decision making.
* Attend regular meetings with direct sales supervisor to review weekly/ daily/ monthly sales activities, progress on goals, and status of prospective customers.
* Follow all the relevant department policies, processes and standard operating procedures and instructions so that work is carried out in a controlled and consistent manner”.

**2018 To 2019.**

**Direct Sales Agent, Mwalimu Commercial Bank (Mcb bank) Mwanza.**

**KEY RESPONSIBILITIES**

* Find new markets, make/attend sales presentation.
* Ensure non-performing loans are submitted to clients employer and uploaded as instructed by collection department.
* Build and maintain good relationship with key stakeholders at the employer (HRO) to ensure customer loans are approved and uploaded.
* Achieve weekly, monthly performance.
* Interact with existing customers to increase sales of the bank's products and services.

2010.

Storekeeper, Starmedia( Startimes) Dodoma Branch.

* Receiving and issuing goods
* Prepare ledger and Bin Cards
* Keeping the records of all incoming and outgoing items.
* Ensure the store place clean.

**EDUCATION BACKGROUND.**

2020 – Present, Registered Procurement and Supplies Board (PSPTB) Tanzania as full technician category PSPTB 2020 – 002346.

2007 – 2009, Diploma in Procurement and Supplies Management, CBE Dodoma campus.

2005 – 2007, Advance Certificate, Mvumi Secondary School.

1999 – 2002, Ordinary level, Ikizu Secondary School.

**REFEREES:**

1. NASSORO KHALFANI

 Human Resource Manager

 Tunakopesha Microfinance ltd

 P.o. box 20728

 Dar es Salaam

 0715033185

1. AMATUS CHUCHUBA

 Sales and Marketing Manager

 Mwalimu Commercial Bank

 P.o. box 61002

 Dar es Salaam

 0655929997.

1. IKUNGASYA MWAKITALU

Zonal Manager BancABC

P.o. Box 31

(Morogoro Branch) East zone.

**Mobile no. 0655637789.**