

CURRICULUM VITAE

PERSONAL PARTICULARS

FIRST NAME	:	PATRICK
MIDDLE NAME	:	EMANUEL
SURNAME	:	MEAGIE
DATE OF BIRTH	:	2 nd DECEMBER 1988
NATIONALITY	:	TANZANIAN
ADRESS AND CONTACTS	:	P.O.BOX 16323 ARUSHA Mobile: 0622-596982 EMAIL: patrickmegie@gmail.com
MARITAL STATUS	:	MARRIED

EDUCATION BACKGROUND

2009-2011: Diploma of Business Administration –Mount Meru University, Arusha, Tanzania.

2005-2008: Ordinary Level Secondary Education – Majengo Secondary School-Moshi, Tanzania

1995-2002: Primary Level Education- Mwenge Primary School-Moshi, Tanzania.

OTHER TRAININGS

January – February 2009: Certificate of Computer Awareness Course-Mawenzi Teacher's Resource Centre-Moshi, Tanzania.

May–July 2012: Certificate in Computer Program-Learn IT, Dar es Salaam, Tanzania.

WORKING EXPERIENCE

BANK: CRDB Bank PLC {Arusha Branch}

DATE: August 2018 – April 2019

POSITION: Direct Sales Agent {DSA}

Assigned duties

During my internship programme my main duty was opening accounts using FAO account opening gadget and making sure all customers are registered with sim banking also;

Supporting bank agents in accounts opening, delivering KYC documents for accounts opening, also collecting complete KYC documents from bank agents and hand over to my supervisor.

Not only of the above duties assigned I did, but also I was keen to learn different bank products and assist in various works arise whenever necessary.

GOVERNMENT INSTITUTION: National Identification Authority (NIDA).

DATE: 20th April 2015 – 7th March 2016 (10 months)

POSITION: Data Entry Clerk

My assigned duties were as follows:-

- Enter citizen's data into prescribed database software.
- Follow data program techniques and procedures to maintain data entry requirements
- Verify entered data by reviewing, correcting, changing or deleting entered information
- Prepare and sort documents / data sheets for the purpose of data entry
- Keeping sensitive citizens information confidential.

GOVERNMENT INSTITUTION: District Land and Housing Tribunal-Korogwe, Tanga, Tanzania

DATE: February 2014 – April 2015 (1 year & 3 months)

POSITION: Tribunal Secretary

My assigned duties were as follows:

- Provide assistance to the administration in managing and maintaining records.
- Preparing and processing legal documents and papers, such as summonses, complaints, judgments and appeals.
- Making photocopies of correspondence, documents, and other printed matter.
- Organize and maintain documents, and case files.
- Typing up legal documents for example judgments, rulings and orders.
- Welcoming guests and clients by greeting them in person, answering inquiries.

GOVERNMENT INSTITUTION: National Bureau of Statistics, Dar-es-Salaam.

DATE: September -November 2012 (3 months).

POSITION: Clerk of Tanzania Census's 2012 at Temeke Municipality, Dar es Salaam, Tanzania.

My main responsibilities were as follows:

- Going and visit different houses where I was allocated asking questions in accordance with instructions to obtain various specified information, such as person's name, address, age, religious preference, or place of residency, compile, record, and code results or data from interview or survey, using a specified form.
- Meeting with supervisor daily to submit completed assignments and discuss progress.

PRACTICAL TRAINING EXPERIENCE

BANK: CRDB Bank PLC, Meru Branch-Arusha Branch, Tanzania.

POSITION: Customer Care Officer.

DATE: July 2010-September 2010. (3 Months)

My duties were as follows:-

- Receive and respond to customer service account inquiries on account balances, transaction details, statements, fees and charges.
- Assist customers on opening of new accounts.
- Promote bank products and services.
- Refer customers to appropriate banking services and representatives.

GOVERNMENT INSTITUTION: Tanzania Revenue Authority- Arusha Branch, Tanzania

POSITION: Office Administrator.

DATE: June 2011- September 2011. (4 months).

My duties were as follows:

- Meeting and greeting clients and visitors to the office.
- Typing documents, faxing, printing, photocopying, filing and scanning.
- Creating and modifying documents using Microsoft Office.
- Updating, processing and filing of all documents.

COMPUTER KNOWLEDGE

I am very efficiency in use of computer application programs such as Excel, Power point and MS Word; this has brought high efficiency in my activities, easy document writing, report writing and timely report submission.

DECLARATION

Apart from skills and experience in Office Management, I promise to be dynamic, working in a team, to learn and gain much more experiences as well as distribute and sharing my skills and knowledge to my fellow in a working team. However am ready for re-allocation if necessary.

REFEREES

1. Hon. Michael Makombe
Chairman
District Land and Housing Tribunal
Korogwe, Tanga.
Mobile: 0759-339329

2. Mathayo Msungu
Registration Officer
National Identification Authority (NIDA)
Dar es Salaam- Tanzania
Mobile: 0657-183772
Email: mathayomsungu2015@gmail.com

