

ELIZABETH FREDRICK TARIMO

P. O BOX 162, IRINGA

BIRTH DATE: 01/08/1996 AGE: 29 GENDER: FEMALE

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PROFILE

I am a responsible and hardworking person, able to work well in a team environment as well as an individual, also capable to work well under minimum supervision. I am willing to learn and apply the knowledge to develop new skills.

CAREER OBJECTIVE

Secure a responsible career opportunity that will enable me to use practically my educational background, strong organizational skills and practical experience that I previous gained while making a significant contribution to the success of the organization.

EDUCATION BACKGROUND

INSTITUTE OF FINANCE MANAGEMENT Bachelor Degree in Banking and Finance	Oct 2018 - Nov 2021
INSTITUTE OF FINANCE MANAGEMENT Ordinary Diploma in Banking and Finance	Oct 2016 - Nov 2018
KIBASILA SECONDARY SCHOOL Advanced Level Secondary Education	Jun 2014 - May 2016
Kawe UKWAMANI SECONDARY SCHOOL Ordinary Level Secondary Education	Jan 2010 - Nov 2013

TRAINING AND WORKSHOP

TITLE AND YEAR	LOCATION	AWARD
Global multi-practical skills training program 2018	Institute of Finance Management	Soft skills training program Certificate
Tally ERP 9 and QuickBooks	Institute of Finance Management	Tally ERP 9 and Quick book Certificate
January - April 2014	Zoom Polytechnic College	Certificate in Computer applications.

WORKING EXPERIENCE

ABSA BANK TANZANIA- Lead Generator (July 2024 –To date)

Tasks involved:

- Introduce the Bank products features to the potential customers.
- Ensure that customer present all the required documents as per the products specifications.
- Certify all customer documentation and completion of all the required documentation.
- Forwarding customer application to the sales manager for checking before submission.
- Ensure safe custody of customer documentation and protect customer confidential information.

ASA MICROFINANCE LIMITED - Loan Officer (June 2022 – March 2024)

Tasks involved:

- Marketing and Sales of the company product and service.
- Group formation and verification.
- To verify client business and settlement during loan application process.
- To verify the accuracy of client's documentation. Such as validity of the documents.
- Submit completed application form of client to the supervisor.
- Installment collection
- To initiate transactions.
- To fill daily collection and payment sheet.

National Social Security Fund (NSSF) -Benefit lounge, Underpayment section (Sept 2020-Nov 2020)

Tasks involved:

- Solving customers enquiry and complaints on time.
- Files recording and Files tracing.
- Stationary services such as printing and photocopy.
- To verify customers details before opening claims.

Tanzania Commercial Bank - Customer Service. (Aug 2017-Oct 2017)

Tasks involved:

- Open accounts for customers.
- Solving customer complaints.
- Directing customers through different problem-solving process, such as writing letters, how to use ATM machines, and fill TISS and TT forms.
- Marketing and sales of bank products.

ORGANIZATIONAL MEMBERSHIP

2014 - 2016 Leading Human Right Organization

2010 - 2013 Prevention and Combating of Corruption Bureau
2010 - 2016 Youth Catholic Society

SUMMARY OF SKILLS

- Able to communicate in English and Kiswahili.
- Customer Care and Services techniques.
- Persuasive product sales and marketing techniques.
- Computer Skills (Ms. word, Ms. Excel, Ms. Power Point, Ms. Access, Ms. Publisher, Email and Internet).
- Time management.

INTEREST AND HOBBIES

- Listening to music & watching African movies.
- Interacting with people.
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REFEREES

NADHIFA JUMA

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National Social Security Fund (NSSF)
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MWAMBA ALLY JINGU

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I certify that the information stated above to be of my best knowledge, true and made with good faith.



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