

# CURRICULUM VITAE

## PERSONAL INFORMATION

Surname KAPUTA  
First name PASCHAL  
Date of birth 02/05/1998  
Gender MALE  
Nationality TANZANIAN  
Marital status SINGLE  
Address available P.O.BOX 174 DAR ES SALAAM  
Languages ENGLISH AND SWAHILI  
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## EDUCATION BACKGROUND

| YEAR      | LEVEL                   | INSTITUTE  | PROGRAM                             | AWARD   |
|-----------|-------------------------|--|-------------------------------------|---|
| 2019-2022 | UNIVERSITY<br>EDUCATION | Institute of<br>Finance<br>Management<br><br>(Dar es salaam) | Bachelor<br>Degree In<br>Accounting | Certificate of<br>Bachelor<br>Degree in<br>Accounting |
| 2017-2019 | A-LEVEL<br>EDUCATION    | Tunduru high<br>school (Ruvuma)                              | Combination<br>(CBG)                | Certificate of<br>Advanced<br>education               |
| 2013-2016 | SECONDARY<br>LEVEL      | Kilosa secondary<br>school<br><br>(Morogoro)                 | Secondary<br>education              | Certificate of<br>secondary<br>education              |
| 2006-2012 | PRIMARY<br>LEVEL        | Ipuli primary<br>school<br><br>(Tabora)                      | Primary<br>education                | Certificate of<br>primary<br>education                |

August 2020 to November 2020,

**FIELD TRAINEE AT NMB MIHAYO,TABORA**

- Performing day to day banking operation and prepare performance weekly report.
- Participating on special events, meeting and campaign to sell NMB products and services
- Ensuring customer data accounts comply with bank's policies and procedures.
- Register customer to NMB mkononi and educate on the usage of NMB self-service channels
- Opening and maintaining of customer account records.
- Acquiring, selling and cross selling NMB major products lines.
- Resolving all customer complaints and inquiries.
- Analyzing and close looping of all customer issues.

August 2021-Oct.2021

**FILED TRAINEE AT NMB MIHAYO,TABORA**

- Providing a full range of banking services to all individual and business client.
- Participating on special events,meeting and campaign to sell NMB products and services.
- Ensuring customer data accounts comply with bank's policies and procedures.
- Register customer to NMB mkononi and educate on the usage of NMB self-service channels.
- Opening and maintaining of customer account records.
- Acquiring, selling and cross selling NMB major products lines.



- Resolving all customer complaints and inquiries.
- Analyzing and close looping of all customer issues.

Oct.2021–Nov.2021

### **BRAND AMBASSADOR AT NMB BANK HOUSE, DARESSALAAM.**

- Marketing and selling of NMB mwanachuo account.
- Connecting and talking to youth about GonaNMB.

August 2022 - up to date

### **RECONCILIATION OFFICER AT RAYTILL TANZANIA LIMITED**

- Reconciling payments to ensure the accounting system reflects the correct transactions
- Performing daily financial transactions such as verifying,calculating and posting accounts receivable data.
- Reconcile settled transaction from various channel Tigo,Airtel and Vodacom
- Reconcile acquired transactions on payment gateway against all in ward settlement file from processors to confirm all transactions processed by firm is settled.
- Liaise with counter parts in relation to all unsettled transaction.

### **PERSONAL ABILITIES AND QUALIFICATION.**

- Comprehensive understanding of accounting software and procedure.
- Excellent knowledge of Microsoft skills e.g MS office and Excel
- Strong inter-personal skills and negotiations skills.
- Flexible to work within non-standard business hours.
- Excellent detail orientation and follow through skills
- Excellent verbal and written communication skills both English and Swahili.
- Entrepreneurship knowledge, skills and knowledge.
- Skills in analyzing and interpreting financial data.
- Knowledge of business operation and technique.
- Ability to manage multiple tasks under tight deadlines.
- Excellent knowledge of micro finance credit business operation.

### **REFEREES**

Apart from my personal information mentioned in my this Curriculum vitae Other

information with some recommendations may be sought freely From :

1. George Fundi,  
HUMAN Resource,  
P.O.BOX 90112,  
Raytill Tanzania Limited, Dar es salaam.  
0678165664
2. Pamela Ackim,  
Team Leader,  
P.O.BOX 211,  
NMB Mihayo, Tabora.  
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3. Kabasha Peter,  
Bank officer,  
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