# **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

Phone number 0623839477

Email pascalpius004@gmail.com

## EDUCATION BACKGROUND

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

## 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

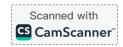
- Reconciling payments to ensure the accounting system reflects the correct transactions
- Performing daily financial transactions such as verifying, calculating and posting accounts receivable data.
- ➤ Reconcile settled transaction from various channel Tigo, Airtel and Vodacom
- ➤ Reconcile acquired 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:

George Fundi,
 HUMAN Resource,
 P.O.BOX 90112,
 Raytill Tanzania Limited, Dar es salaam.
 0678165664

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