



FRANK AMON TALIGILA

Trade Finance Support Officer



Personal details

-  Frank Amon Taligila
-  frankamon1964@gmail.com
-  +255623939012
-  Dar es Salaam
-  July 25, 1999
-  Dar es Salaam
-  Class
-  Male
-  Tanzanian
-  Single

Skills

- Computer use skill
- Communication skill
- Time management skill
- Teamwork skill
- Leadership skill

Profile

I am a hardworking, focused, determined and goal-oriented person who usually make sure attainment of the objectives and activities are fulfilled at the right time as required. Cooperation, good communication, positive relationship and willingness to learn new things are my priority resources that I carry all the way to make sure effective work results are achieved.

Education

- Bachelor of arts in Economics and Sociology (BA-ES) **2020-2023**
The University of Dodoma (UDOM), Dodoma
- Advanced Certificate of Secondary Education (ACSE) **2018-2020**
Mwenge Secondary School, Singida
- Certificate of Secondary Education (CSE) **2014-2017**
Don Bosco Secondary School, Shinyanga

Work Experience

Trade Finance Support Officer–Stanbic Bank Tanzania **March, 2025–April, 2025**

Key Responsibilities:

- Open and maintain loan accounts for approved clients, ensuring accurate entry of customer and facility information into the core banking system.
- Coordinate with the credit team by submitting loan-related invoices and necessary documentation for validation and compliance.
- Collaborate with the internal departments by sharing verified loan account details, ensuring all required approvals are secured prior to disbursement.
- Support the account management team by sending formal instructions once all disbursement conditions are met.
- Assist in loan offer analysis by reviewing client bank statements and financial records to assess eligibility, and recommend appropriate loan amounts and repayment terms in line with bank policy.
- Ensure post-disbursement compliance by requesting final transaction approvals from relevant authorities, maintaining adherence to internal controls and documentation standards.

Enterprises Banking Officer–Stanbic Bank Tanzania **April, 2024–March, 2025**

Key Responsibilities:

- Managing relationships with small to medium-sized Enterprises (SMEs) through non-branch-based channels like Phones and Email.
- Guide clients in using Stanbic Bank's digital banking platforms, ensuring smooth transitions and high usage of digital channels.
- Collaborate with other departments such as product teams to deliver comprehensive financial solutions to clients.
- Resolve complex customer queries and ensure all customer service issues are handled promptly and professionally.
- Support clients in their day-to-day banking operations, including deposits, withdrawals and cash management services.
- Assist clients with fulfilling regulatory requirements, such as submitting necessary documents for KYC (Know your customer) and anti-fraud checks.
- Prepare regular reports for senior management regarding enterprise banking performance and portfolio growth.
- Coordinate the onboarding process for new Enterprise clients, ensuring a smooth transition to our banking services.
- Assisting clients with obtaining the Vodacom Lipa number and helping clients who already have Lipa number set up their accounts linked to their bank accounts and Vodacom Lipa.

Practical Training (Apprenticeship)- Tanzania and Zambia Railway [July,2022–Sept,2022](#)

Main responsibilities performed.

- Help in maintaining accurate and up-to-date employee files and records, including personal details, employment contracts and performance reviews.
- Assist in managing employee attendance records, sick leave, and vacation time.
- Assist in processing payroll data and ensuring that employees are compensated according to company policies and labor laws.
- Help in administering employee benefits programs, such as medical insurance, pensions and other benefits.
- Observe and assist in handling employee relations issues such as conflicts, ensuring compliance with company policies.

Languages

English



Swahili



Certifications

Fraud Risk Awareness

October 2024

I successfully completed the Fraud Risk Awareness course in October 2024, conducted by Stanbic Bank (Standard Bank Group).

Occupational health and Safety General awareness

October 2024

I successfully completed the Occupational Health and Safety course in October 2024, conducted by Stanbic Bank (Standard Bank Group).

Anti Money Laundering and combating the Financing of terrorism General awareness Tanzania

October 2024

I successfully completed the Anti Money Laundering and Combating the Financing of terrorism course in October 2024, conducted by Stanbic Bank (Standard Bank Group).

Group Anti bribery and Corruption General awareness

October 2024

I successfully completed the Group anti bribery and corruption course in October 2024, conducted by Stanbic Bank (Standard Bank Group).

Business Conduct Tanzania

October 2024

I successfully completed the Business conduct course in October 2024, conducted by Stanbic Bank (Standard Bank Group).

Client Conduct Tanzania

October 2024

I successfully completed the Client conduct course in October 2024, conducted by Stanbic Bank (Standard Bank Group).

References

Ninael Mfinanga

Manager, Africa China at Stanbic Bank Tanzania
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Lilian Mtetewaunga

Team Leader, Enterprise Direct at Stanbic Bank Tanzania
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