

CURRICULUM VITAE (CV)

A. PERSONAL DETAILS

First name: Gibonce
Middle name: Bernard
Last name: Mwalyema
Date of birth : 27/3/1994
Sex : Male
Nationality : Tanzanian
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B. EDUCATION BACKGROUND

DURATION	UNIVERSITY AND SECONDARY SCHOOL	AWARDS
2015 – 2019	Sokoine University of Agriculture (SUA)	BSc in Biotechnology and Laboratory science
2013 – 2015	Mwl. J. K. Nyerere Secondary School	Certificate for Advance secondary education
2009- 2012	Mbeya Secondary School	Certificate for Secondary Education
2002-2008	Majengo Primary School	Certificate for Primary Education

C: WORK EXPERIENCE

KEP Microcredit Company Ltd

Position: *Loan and recovery Officer.*

Duration
January 2024 –To date.

Roles

- Loan application processing and disbursement.
- Customer support and relationship management.
- Loans monitoring by tracking the loan portfolio and ensuring that repayments are made on time.
- Develop strategies for recovering overdue loans.
- Risk management by implementing recovery strategies to minimize losses.
- Initiation of legal actions on persistent non-repayments.
- Maintaining records of loan recovery actions taken, payment received and outstanding amounts.

MADINA ELECTRICAL ENGINEERING

Position: *Sales representative Officer.*

Duration
Jan 2023 –Sept 2023.

Roles

- Finding customers and supply them with our product.
- Assist customers on new electrical products to improve production
- Clearing payment schedule of the cooperate customers.
- Advise customers on customer needs, product specifications and applicable regulations
- Assisting office work as instructions given by office manager.
- Expanding scope of sales by adding new customers
- Preparing daily sales report

SOKOWATCH TANZANIA COMPANY LTD

Position: *Sales and Delivery Agent.*

Duration
Dec 2020 – May 2022.

Roles

- Conduct market research to identify new business opportunities
- Timely distribution of goods to the clients
- Execution of the sales targets goals as being assigned by supervisor
- Maintaining the good relationship with the client by meeting demands
- Preparing sales reports.
- Presenting new sales strategies that enable achieving sales targets
- Monitoring market trends and competitor activities to identify business opportunities.

D. ABILITIES:

- Working in dynamic environment and flexible as situation demand
- Learning new invention/ technique/ technology
- Time management
- Ability to work under pressure
- Communication & Decision making

E. OTHER SKILLS AND KNOWLEDGE

- Computer literacy
- Packages (Microsoft word, Microsoft excel, Microsoft power point and C programming)

F. HOBBIES:

- Reading books and magazine
- Exchanging views with others

G. LANGUAGE COMMUNICATION ABILITIES:

Language	Reading	Writing	Speaking
English	Excellent	Excellent	Very good
Swahili	Excellent	Excellent	Excellent

H. MY PROFESSIONAL REFEREES

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