

Evalin Revocatus

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Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Experience

- Selcom microfinance bank** June 2021 - Sept 2021
Administrative assistant
Handled all domestic and international travel reservation, cutting the company's travel expensed by 10%
- Tanzania commercial bank** July 2024 - Sept 2024
Bank officer
 - Assisted in opening and closing customer accounts
 - Helped customers with inquiries and directed them to appropriate services
 - Processed deposits, withdrawals, and cheque verifications under supervision
 - Supported data entry and filing of financial records and client documents
 - Observed loan processing procedures and learned about credit assessment
 - Attended staff briefings and training sessions on compliance and customer service
 - Gained basic understanding of bank policies, financial systems, and risk control

Education

- Collage of business education** 2022 to 2025
Bachelor degree in business administration
4.5
- Institute of accountancy ARUSHA** 2019 to 2022
Diploma in business management
3.5
- Dendego secondary school** 2015 to 2018
O level education
Division 3

Skills

- Sales
- Team building

Reference

- Tunu Denis - Selcom microfinance bank**
Risk officer
+255 713 173 438