

EVA BENSON

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OBJECTIVE

I seek challenging opportunities which allow me to learn and sharpen my skills for advancement in my career.

EXPERIENCE

- **Self employed**

2022 - 2024

Sales and entrepreneurship

- Supply of home appliances
- Sales of kitchen utensils
- Sales of clothes, shoes and bags
- Sales of bakery products

- **Dcb Bank**

2019 - 2020

Bank officer (volunteer 3month)

- General branch sales and marketing banking products
- Listening to customers problems
- Scanning of different documents
- ATM Card issuance to customers
- Recruiting customers on DCB Wakala.
- Assisting loan appraisal process.

- **Beforward**

2018 - 2019

Account assistant (field training)

- Cash sorting, counting and balancing .
- Listening and answering different customer problems
- Filling customer data for clearing and forwarding in a system
- Documents financial transactions by entering account information for transit and delivery, money withdrawal and facilities.
- Summarizes current financial status by collecting information; preparing invoices, income statements and other reports.
- Reconciles financial discrepancies by collecting and analyzing account information. ·
- Prepare payments by verifying documentation, and requesting disbursements.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Accomplish the result by performing the duty.
- Contributes to team effort by accomplishing related results as needed.

EDUCATION

- **Mzumbe**

2018

Bachelor degree of accounting and finance

- **Ifunda girls**
2014
Certificate of advanced secondary school
- **Zanaki**
2011
Certificate of olevel secondary school

SKILLS

- Communication skills
- Time management skills
- Problem solving skills
- Research methods and methodology
- Computer Skills, such as MS Word, MS Excel, MS PowerPoint and Internet
- Adaptability
- Customer service skills

LANGUAGES

- English
- Swahili

REFERENCE

- **Gwakisa Mwaseba - "TRA"**
Accountant
gwassa2014@gmail.com
+255 754 653 886
- **Ibrahim Kiponza - "Jamaap"**
Clearing and forwarding officer
0717 935 453
- **Yona Mwakanyamale - "Klm airline "**
Customer service agent
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TRAINING AND WORKSHOPS

- Advanced excel
- Tally accounting software
- Quick book software