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Richard

[Richard.19564@2freemail.com](mailto:Richard.19564@2freemail.com)

**Objective**

**To work in a valued organization in a healthy environment with opportunities to grow. I am keen to work in an organization, which provides me an opportunity to enhance my potentials and give me a chance to prove myself as “An Asset”.**

**Summary of Jobs**

**Business growth manager Post Bank u. ltd Kampala, Uganda.2013-todate**

**Branch supervisor Post Bank u. ltd Kampala, Uganda.2011-2013**

**Banking Officer Post Bank u. ltd Kampala, Uganda.2008-2010**

**Jobs Descriptions**

**APRIL-2013 TODATE. BUSINESS GROWTH MANAGER POSTBANK(U)LTDKAMPALA, UGANDA.**

**Job Description: Spearhead business growth and operations of Masindi Branch.**

* + - **Ensure and build customer base for the branch.**
    - **Ensure the Branch is fully staffed.**
    - **Ensure Branch security.**
    - **Over see the bank’s operations.**
    - **To strike a balance between branch assets and liabilities.**
    - **Break down the branch targets to all staff.**
    - **To ensure team building with in the branch.**
    - **Build a strong relationship between the bank and other stake holders.**

**2011-2013 BRANCH SUPERVISION POSTBANK (U) LTD. KAMPALA, UGANDA**

**Job Description: Branch supervisor**

* **To assist the branch manager in all aspects of the branch.**
* **To make sure that internal controls are adhered to.**
* **To Ensure general cleanliness and ambiance of the branch and staff.**
* **Ensure cash to be used at the branch is available.**
* **Carry out snap checks to all teller.**
* **To train and orient new staff at the branch.**
* **Reviewing previous day transactions by tellers to ensure they are collect.**

**2008 TO2010 BANKING OFFICER POSTBANK.U.LTD KAMPALA, UGANDA.**

**Job Description: (Banking officer)**

* + - **To receive the cash**
    - **To issue cash to customers.**
    - **To cross sell bank products.**
    - **To balance days work.**
    - **To open accounts in the system.**
    - **To attend branch meeting.**
    - **To carry out any other duties as may be assigned by the manager.**

**Education**

**2011-2014 Masters in Management Studies. MMS (Uganda management Institute)**

**2002-2007 Bachelor of Commerce**

**Makerere University (MUK)**

**1998-2000 Uganda Advanced Certificate of Education(UACE).**

**Computer Literacy**

**Adequate knowledge of Computer. MS Office Application (Email outlook Express, Word, Excel, Power Point). Other Software which are used in Office environment.**

**Customer Orientation Skills**

**Welcoming, friendly, caring, approachable, constructive, accommodating, problem solving, diplomatic, tolerant.**

**Languages can speak\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_**

**English and Luganda.**

**References Provided on demand.**