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| **Elizabeth Mukonyo Peter – 1851012**To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on email: cvcontacts@gulfjobseekers.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |

**CURRICULUM VITAE** .

**PERSONAL BIO DATA **

DATE OF BIRTH: 10TH SEPTEMBER 1990

GENDER: FEMALE

MARITAL STATUS: SINGLE

VISA: VISIT VISA

LANGUAGE: ENGLISH AND KISWAHILI

**PERSONAL OBJECTIVE**

To creatively apply my skills and to continually strive towards achieving the goals set by my employer by maintaining a business oriented attitude**.** To attain a higher level of proficiency in Corporate Governance by developing my technical skills and talents through team work and selfless dedication.

**EDUCATION BACKGROUND**

Catholic University of Eastern Africa- Bachelor of Commerce Finance Option, Second Class Honours Upper Division 2009 September – 2012 April

Teresa D’ Lima girls- Kenya Certificate of Secondary Education (C plus) 2005-2008

Mitaboni St. Paul’s Academy- Kenya Certificate of Primary Education (367/500) 1997- 2004

**WORK EXPERIENCE**

**EMPLOYER**:

**BUSINESS DEVELOPMENT OFFICER/PUBLIC RELATION OFFICER-(2013 MARCH-2015 SEPTEMBER)**

**Duties and responsibilities**

Sourcing;developing, tracking, monitoring and closing new 3 relationships for the bank.

Help to identify and develop strategic relationships with potential customers.

Customer services and solving customer disputes and offering alternatives

Developing and maintaining strong pipeline for new customers.

Assist with customer needs such as deposit accounts, loans, trust services and bank products and services.

Determine customers’ financial service needs and prepare proposals to sell services that address those needs.

Evaluate costs and revenues of agreements to determine continued profitability.

Servicing the existing customers by ensuring they receive good customer service.

Make presentations on financial services to groups to attract new clients.

Contact prospective customers to present information and explain available services.

 **TRAINING AND OTHER SKILLS**

1. Credit skills course by Finesse Consulting in May 2013

This course equipped me with skills to appraise loan applications, loan monitoring and management of delinquent loans. It also equipped me with skills to prepare and interpret financial statements, income statements, cash flow statements and projections.

1. Credit Risk Management course by the consortium of AFC Consultants International, ADG International and Integration on behalf of the European Investment Bank in January 2015.

This course equipped me with skills to appraise loans applications, assessing Enterprise viability, assessing borrowers, interpreting and constructing financial statements, income statements, cash flow statements and projections, loan monitoring, prevention and management of delinquent loans/ borrowers and analysis of high quality reports.

1. Sales and Marketing course by the consortium of AFC Consultants International, ADG International and Integration on behalf of the European Investment Bank in January 2015.

This course equipped me with skills to understand the principles of customer relationship management, client acquisition, and segmentation, selling techniques, understanding customers and identifying unmet needs and managing customer objectives.

**ACHIEVEMENTS**

Awarded the best employee in the SME department in the year 2014 ;by K-Rep Bank. I was awarded for introducing the highest number of new clients to the bank and retaining them, disbursing the highest number of loans in terms of amounts and managing the portfolio at risk to maximum of 3% and maintaining excellent customer relationships.

**HOBBIES**

Visiting Children’s Homes and the Elderly.

Giving Mentorship talks to young people

Playing volleyball

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