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| Email: Nicholas.326212@2freemail.com  |  |

Nicholas

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| Objective | To perform my duties with dedication, to the best of my ability and according to expected and desired standard, so as to be a company asset and justify my earnings, and be able to fulfill my personal and family needs. |
| Personal Information | Born on the 06th of February 1975Gender is maleMarriedZimbabwean nationalityNational registration number is 63 893558T 25Languages spoken are Shona and EnglishDriver’s license number is 401684LC |
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| Employment | 1997 – to 30 August 2016EMF Medical Aid SocietySenior Debtors’ Clerk – Memberships and Subscriptions DepartmentField visits to clientsCompilation and Analysis of memberships movement statisticsProcessing debtors’ payment plan applicationsProcessing debtors’ accountsProcessing payment advices to debtorsProcessing Journal adjustments and bank paymentsAuditing daily reports and debtors’ formsAttending to debtors’accounts queriesData captureControl debtors’ drug purchasesSupervising Cashier, Receptionist, Data Entry Clerks and messengersOther DutiesReceipting and BankingAuditing production of new membership cardsReport writing1996 – 1997Receptionist ClerkManual recording of over-the-counter paymentsAttending to walk-in clients queriesAttending to incoming telephone callsDistribution of incoming correspondence to relevant departments1995 – 1996Filing ClerkStorage, maintenance and retrieval of clients’ recordsMaintenance of an efficient filing systemDispatch of advices to clients |
| Qualifications | **2016African Leadership Institute**Staff Development: Customer Service Management (2 day program)**2008University of Zimbabwe**Certificate in PC Maintenance and Repair: Pass**1989 – 1992Cambridge G.C.E****Ordinary Level**Principles of Accounts: A, English Language: B, Mathematics: C, Human and Social Biology: B, Agriculture: C, Commerce: C, Shona: C. |
| Computer Skills and Appreciation | MS Excel, MS Word, PowerPoint and Outlook |

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| Skills, Interests and Hobbies |

Public Relations,Complete video production, Choreography, Basketball, Traveling and Camping