|  |  |
| --- | --- |
| Email: [Nicholas.326212@2freemail.com](mailto:Nicholas.326212@2freemail.com) |  |

Nicholas

|  |  |
| --- | --- |
| 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 1975  Gender is male  Married  Zimbabwean nationality  National registration number is 63 893558T 25  Languages spoken are Shona and English  Driver’s license number is 401684LC |
|  |  |
| Employment | 1997 – to 30 August 2016EMF Medical Aid Society  Senior Debtors’ Clerk – Memberships and Subscriptions Department  Field visits to clients  Compilation and Analysis of memberships movement statistics  Processing debtors’ payment plan applications  Processing debtors’ accounts  Processing payment advices to debtors  Processing Journal adjustments and bank payments  Auditing daily reports and debtors’ forms  Attending to debtors’accounts queries  Data capture  Control debtors’ drug purchases  Supervising Cashier, Receptionist, Data Entry Clerks and messengers  Other Duties  Receipting and Banking  Auditing production of new membership cards  Report writing  1996 – 1997Receptionist Clerk  Manual recording of over-the-counter payments  Attending to walk-in clients queries  Attending to incoming telephone calls  Distribution of incoming correspondence to relevant departments  1995 – 1996Filing Clerk  Storage, maintenance and retrieval of clients’ records  Maintenance of an efficient filing system  Dispatch 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 |

|  |
| --- |
| Skills, Interests and Hobbies |

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