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| Name : Simbarashe  |
| Email Simbarashe.335372@2freemail.com  |
| Current Location : Dubai, UAE |
| Nationality : Zimbabwean |
| Date of Birth : 03 December 1984 |
| Gender : Male |
| Availability : Immediate – On Visit Visa |
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PROFILE

I am a mature, results driven, self-motivated and resourceful person who seeks to further my career in the finance industry. I have excellent communication skills and am able to build strong relationships both within and outside the company. I am a fast learner and am highly adaptable to any new organisational environment.

OBJECTIVE

Seeking a position as a Sales Executive or Business Development Executive, to use my experience as for the growth and profitability of the firm.

Considering my acquired knowledge and my academic qualifications, I endeavour to establish a strong career path within the industry. I will put my best effort to learn the company's policies and make decisions in the favour of the company.

KEY SKILLS & COMPETENCIES

* Organized and thorough in all paperwork and data entry
* Talented in problem analysis and solving
* Excellent organisational & time management skills
* Excellent communication and interpersonal skills
* Self motivated and disciplined
* Smart worker
* Confident and persuasive individual who thrives to perform to the highest level
* English expert, Both Written & oral
* High Ability of working to tight deadlines
* Highly organized, proactive, hardworking, focused, & have attention to detail
* Ability to work in a team environment and on own initiative

PROFESSIONAL EXPERIENCE

 **Accounts Clerk (January 2015-September 2016)**

 **Ziada Capital Finance Pty Ltd**

**Responsibilities**

* Generate new business to achieve defined sales targets
* Manage a designated portfolio of customer relationships in order to identify and address customer needs
* Bringing in new clients and maintaining relationships with existing clients
* Keeping in check all customer correspondents
* Ensuring that the overall service provided is in line with customer expectations and the terms of the service offer
* Handled customers' inquiries and explained to them all types of loans on offer and eligibility criteria
* Performed data entry, and other administrative duties as required
* Handling all customer queries
* Following up on defaulting clients
* Processing customer mandate
* Attended to customer queries

**TN Bank Ltd (July 2012-December 2014)**

**Customer Service Representative**

* Served as first point of contact and technical resource for all customer inquiries and issues
* Cheque book ordering & Dispatch
* Checking for sufficiency of information on the requisition form.
* Recovering the charges on receipt of the cheque books.
* Counter cheque administration.
* Checking for sufficiency of information filled in by the customer when required
* Recording the information in the register.
* Bank Card Dispatch
* Authenticating signatures on the enquiry forms against specimen
* Issuing of deposit books, bank cheques to clients.
* Query resolution.
* Printing of statements for clients.
* Mail administration
* Diplomatic and Excellent in Public Relation and Office Administration

**TN Bank Ltd (March 2010-June 2012)**

**Back office clerk**

* Administration of Real Time Gross Transfers entries including capturing on system, **Temenos Globus**
* Managing and balancing suspense accounts as well as interbank account
* Balancing profit and loss account and handling of bank cheques and stop-payments
* Maintaining branch petty cash
* Maintaining and filing all branch reports.
* Filling all customer correspondents
* Branch Assets register.
* Batch proof management
* Machining all cheque debits
* Switchboard operation backup

PROFESSIONAL QUALIFICATIONS

**Bachelor of Commerce- Human resources Management** – Nelson Mandela Metropolitan University, South Africa

ACADEMIC QUALIFICATIONS

Ordinary level certificate of education – High School

Advanced level certificate of education– High School

**References available upon request**