**CURRICULUM VITAE:**

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***Skills and Expertise***

*Lead generation*

*- Client retention*

*-Customer relations*

*-Time management*

*-Cold calling*

*-Proposition and Solution selling*

**David**

[**David.367181@2freemail.com**](mailto:David.367181@2freemail.com)

Profile

A bachelor of Business Administration (Accounting) holder with working experience of 4 years as a cashier at Post Bank Uganda ltd.

Worked well with others as a cashier which has greatly contributed to my technical and managerial expertise through executing functions such as; offering good customer care, cash handling, regular reporting etc.

**KEY AREA OF EXPERTISE & EXPOSURE:**

**Teller/cashiering**

* Comprehensive background in cash management and regular reporting.
* Excellent customer service skills
* Strong verbal and written communication skills
* Ability to identify customer needs and influence customers.

**Client Servicing /Relationship Management**

* Played a vital role in increasing customer satisfaction score through the utilization of effective customer service protocols
* Instrumental in increasing customer and demand volume for the services through sound sales acumen.
* High creative and analytical thinking skills

**WORK EXPERIENCE:**

**Post Bank Uganda Ltd**

**Teller/Cashier Dec 2012–Present**

**Duties:**

* Handling cash transactions with customers
* Collecting payments and issuing receipts.
* Refunds change or tickets and redeeming stamps and coupons.
* Provided good customer care at the institution premises
* Prepared end of day cash reconciliations
* Prepared end of day transaction reports

**NET4U Internet Cafe –Kampala,**

***Personality Traits***

*Meeting the sales goals and targets*

*Highly motivated for sales*

*Exceptional client Relationship*

*Strong Analytical skills*

**(UGANDA)**

**Internet Cafe Attendant**

**2006 Feb to Sept 2008**

**Duties:**

* *Guide the customers who are using net at NET4U*
* *Manage the operations of the internet cafe*
* *Attend to customer’s inquiries and complaints*

**ACADEMIC QUALIFICATIONS:**

**Uganda Christian University:**

Hons Degree: Business Administration

**REFEREES:**

Available on request