



SIMON ADO CHARLES

Date of Birth: 31/07/1990

Tribe: Nyasa

Marital Status: Single

Nationality: Tanzanian



Profile

I am looking forward to work in an environment where I can apply and enhance my banking knowledge and skills, serve to the best of my effort, learn and grow professionally.



Contact

Mbezi Beach,
Dar es Salaam,
Tanzania.

0715-534561

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Skills

Good with Microsoft Office Packages.

Language – English/Swahili

Others – Fast learner, Flexible, Good time management, Team work skills. Good communication Skills.



Work Experience

Bank Teller **EXIM BANK**

July 2018-6th July 2022

- Kariakoo Branch
- Kisutu Branch

March 2018

CIT Department **EXIM BANK**

- Cash counting, verification and collection from customers.
- CDM cash collection.
- Arranging CIT vehicles for cash pickups.

Dec 2014-Oct 2017

Bank Teller **EXIM BANK**

- Kariakoo Branch
- Temeke Branch (temporally)
- Kariakoo Branch (Oct 2017)
- Hill Park Branch (Dec 2014)

Customer Service **EXIM BANK**

August 2014

- Introducing different bank products to customers.
- Helping customers with queries and doing follow up.
- Calling and giving customers feedback.
- Receiving cheques and other documents.
- Doing operation entries(TT, OTT and TISS)
- Doing salaries entry passing.
- Balancing cash scroll.

Chief Cashier(Temporary) **EXIM BANK**

March 2014

- Opening and closing vault when taking out cash to and from tellers.
- ATM loading.
- Transferring cash to head branch when branch is above limit.
- Doing reconciliation.
- Doing journals.

Teller/ Cashier October 2012

EXIM BANK (Buguruni Branch)

- Passing debit and credit entries (paying and depositing cash)
- Doing currency exchange.
- Receiving bulk cash.
- Counting and arranging cash for ATM loading

Administration Department

July 2012

EXIM BANK

- Dispatching office items.
- Receiving cheques from finance dept. and paying vendors.
- Communicating with vendors and other departments.

Finance Department January 2012

EXIM BANK

- Recording documents and giving reference numbers.
- Filling documents according to reference numbers.
- Handing bankers cheque to vendors

Direct Sales Agent (DSA) under Erolink March 2011

EXIM BANK

- Looking for customers, introduce them to the bank and convince them to open accounts with us.
- Filling customers account opening forms.
- Giving and updating internal and external customers knowledge on bank's products.
- Tracking customers queries on account issues.



Education

Diploma in Counselling and Psychology University Of Iringa	2023 - 2025
Certificate in Counselling and Psychology University Of Iringa	2022 - 2023
A' level Secondary Education Tegeta High School	2009 - 2011
O' level Secondary Education Green Acres Secondary School	2005–2008

Primary Education
St Marys Primary School, Mbezi Beach Campus

1998 - 2004



Hobbies & interests

Exploring computer applications and software, swimming, music,
watching movies.
Reading books (both fictional and non-fictional), drawing and painting.

References

MaryConsolatha
Stambuli
EX Program Specialist
USAID TANZANIA
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