

CONSTANTINE SIMA CV

Personal Information

Nationality: Tanzanian.

Place of birth: Mwanza, Tanzania.

Sex: Male

Marital status: Married

Permanent Mail Bag: Box 1628, Mwanza.

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Profile

- I am a profession who occupies and offer my professional experience in providing services through education with immediate contribution as an integral part of a progressive society.
- Five Years in politics and basically three years as councilor in MHANDU ward at Nyamagana district. through my tenor I have being participating in different committee including (finance committee ,state MP fund committee ,etc).
- Over Seven years comprehensive in Bank industry as Operations officer, Sales consultant, Relationship Officer, Marketing department ,tracking recording and customer services experiences in wide range of capacities that include identifying new markets potential for new business, promoting and selling the bank products and cross selling of banks product to client, , performance management, executing policy and procedures, compliance and dispute resolution with strong interpersonal and communication skills and ability to discharge multiple responsibilities efficiently resulting in achievement of wide society goals
- As being energetic, ambitious person I can utilize proven people oriented skills to develop and promote a positive results toward society and local government in generally.

Relevant work experience and Positions

**Alternative Communication Ltd (Dar es Salaam).
2014 to 2015**

Position: PROJECT MANAGER Dar es salaam

Responsibilities:

- Recruiting project staff and consultants.
- Managing and leading the boda boda project team
- Managing co-ordination of the partners and working Groups engaged in project work i.e. Vodacom and alliance insurance
- Monitoring project progress and performance and ensure uniforms are distributed on time
- Identifying user training including road safety trainings toward boda boda team
- Managing project evaluation and dissemination activities.
- Conducting trainings to boda boda and Vodacom team
- Liaises with, and updates progress to, project board/senior management.
- Providing status reports to the project sponsor
- Working closely with users to ensure the project meets business needs.

**Gaba Africa Ltd (Dar Es Salaam).
2013- 2014**

Position: Assistant Accountant

Responsibilities:

- Monthly management account preparation
- Production of profit and loss
- To complete and maintain sales invoices and reports
- Accruals & prepayments
- Preparation of the Accounts Pack for review
- Bank reconciliation, posting and balancing
- Weekly wages, petty cash and other journal posting
- Daily bank receipts postings
- Year budget preparation
- Yearend audit analysis
- Set up new suppliers on accounting software
- Reports on debtors and creditors

**First National Bank (FNB) TANZANIA
2011 to 2013**

Position: Relationship Officer

Responsibilities:

- To receive inbound phone call and internet chat session from session from customers and services their needs effectively.
- To provide service to the customers via emails and telephones.
- To cross sell and up sell products and services to customers.
- To listen customer complaints and establish reports
- To use computer software applications to properly service customer accounts
- To take ownership of any follow up work necessary to service customers accounts
- To speak/write knowledgably about product and services
- Adhere to compliance regulations and security policies
- To complete additional project and task assigned
- To consistently meet performance standards set by department
- To contribute ideas and recommendations for improvements to the department and company □ To receive significant guidance from police and procedures □ To send International and local telegraphically transfers.
- To open customers account in accordance with normal procedure and adhere (KYC

**International commercial bank (ICB)
2007to 2011**

Position: Operations officer /bulk teller.

Responsibilities:

- Establish and maintain relationships with individual or business customers or provide assistance with problems these customers may encounter.
- Ensure client data is protected from the public and secured against fraud by enforcing access rights and verification levels
- Day today guidance to customers who come over the counter for enquiries.
- Cross sell Banks Products to Customers
- Affixing photographs in new/continuation customer pass books□ Correspond with Cards custodians on issues relating to ATM cards.
- Any other duties as may be assigned by Supervisor
- Comply with the Policies and Golden Rules
- Report Suspicious Transactions
- Coordinate all counter activities while ensuring that quality service is provided to customers.

BULK TELLER

- Receive Cash and Cheque deposits
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Academic Background

University

2020 to 2021

Institute of Finance Management (IFM)

Course : **MBA – INTERNATIONAL BUSINESS (masters in business administration – international business.)**

Award :(course in progress.)

2006 to May 2009

Institute of Finance Management (IFM)

Award: Advance diploma Courses taken: **Banking and Finance**

Advance level Education

July 2004 to May 2006

Galanos High School

Award: Advance Certificate of Secondary Education (ACSE)

Ordinary level Education

January 2000 to November 2003

Tegeta Secondary School

Award: certificate of secondary education (CSE)

Volunteer works

National Vaccination campaign

August 2006

During this period I volunteered to sensitize Temeke district community to participate in the national campaign for vaccination of children.

Catholic relief services

September 2004

During this period I was volunteering at finance office and one of my key roles was to operate and arrange departmental routine activities and submit checks to the director of programs.

Trainings

1: COMPUTER TRAINING

Organization/Facilitator: UNIVERSITY COMPUTING CENTRE.

Topic: Advance Microsoft Excels Microsoft Word, outlook and Power Point, Awarded Certificate

Year: April 17, 2006 to 19 may 2006

2: CUSTOMER CARE

Organization/Facilitator: UNIVERSITY OF DAR ES SALAAM-BUSSINESS SCHOOL

Topic: Customer Care

3: BANKING OPERATIONS

Organization/Facilitator: TANZANIA INSTITUTE OF BANKERS (TIB)

Topic: Banking Operations (*January 27, 2010 to January 29, 2010*)

Languages and Computer skills

- Fluent in English and Swahili
- Computer skills: Proficiency in Microsoft word, Excel, Power point and the use of internet.

Exposed countries

- New York and Chicago, United states of America (USA) □ Dubai ,United Arab Emirates (U.A.E)Dubai □ Nairobi, Kenya.
- Livingstone, Zambia.