

# MOSES BANDA

[bandamosesc@gmail.com](mailto:bandamosesc@gmail.com)

Contact: +260976511163 / +260975933053

---

## PROFESSIONAL SUMMARY

Skilled in sales and marketing operations with innovative and engaging, demonstrated over 10 years of work experience in Meat industry. Caring and hardworking professional with exceptional work ethic and commitment. Assisting the company in evolving its marketing processes and implementing new solutions. Team mentor, capable of producing results as well as gaining important insights.

---

## PERSONAL QUALITIES

- o Accurate, methodical and systematic
- o Capable of organizing and prioritizing activities and initiatives
- o Great team player with exceptional abilities Computer literate
- o Knowledge of pastel accounting package

## WORK HISTORY

2023 Position: Sales supervisor – Momos Food suppliers Limited

### Duties

- o Supervise cashiers and stock control
- o Receiving stocks and entering invoices in the system
- o Managing operational expenses
- o Stock controls to manage wastage
- o Butcher meat cut specialist.
- o Customer service handling their orders
- o Sausage maker and smoked products

2019 -2023 Position: Cashier and stock controller - Real Meat Company

### Duties

- o Sales and Team Leader

- o Banking with security cash collectors
- o Coming up with new ways to increase sales and meet our targets
- o Meat cut specialist worked as block men trainer how to cut meat according to customer's specification
- o Sausage maker and smoked products e.g. smoked pork spareribs
- o Reporting to accounts department

## 2003 – 2008 Position: Accounts Clerk - Maaze Holdings Limited

### Duties

- o Updating of accounts ledger
- o Control petty cash float
- o Paying advances to employees
- o Banking sales and withdraw cash for salaries
- o Updating stores issues and salaries accounts ledger
- o Maintain Debtors and creditors statement in the system
- o Monthly remittance of taxes e.g. VAT, Paye and Napsa
- o Assisting Auditors with information during Auditing period
- o Record keeping of stores and all administration invoices
- o Monitoring and maintaining new fish projects account records
- o Paying creditors who supplied fish to the company
- o

### EDUCATION

Grade 12 Certificate – Jacaranda secondary school in Lusaka

Diploma – Procurement and contract management –UniAthena Global Education (UAE)

### HOBBIES

- o Listening to current affairs news
- o Soccer

## **REFEREES**

Pearson Mwale Human Resource Manager – (+260)(211)2877038

E-mail: [www.realmeatafrica.com](http://www.realmeatafrica.com)

Po Box 35108 Mwembeshi Road Lusaka, Zambia

Kay Kasanda –MZIHRM Momos Food Suppliers Limited

Human Resource Manager -+260977471496

Plot # 8581 Njianshi Road

Industrial Area, Soweto Lusaka, Zambia