

CONTACT

Pazi Muharami Pazi

📍 Sharjah
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PERSONAL DETAILS

- Date of Birth : 24/09/1992

EDUCATION

- | | |
|------|--|
| 2014 | <ul style="list-style-type: none">• College of Business Education
Diploma in Accounts
G.P.A 3.4 |
| 2012 | <ul style="list-style-type: none">• College of Business Education
Certificate in Accounts |

EXPERIENCE

- | | |
|-------------------------------|--|
| June 2015 -
September 2018 | <ul style="list-style-type: none">• Bank Teller and Customer Service
Finca Microfinance Bank
ACTUAL WORK DONE AS A BANK TELLER
*Doing all the transactions Credit and Debit.
*Customer Payoff.
*Petty cash transactions.
*Reverse wrong transactions.

ACTUAL WORK DONE AS A CUSTOMER SERVICE OFFICER
*Customer Account opening.
*Listen and solving Customer's problems and complains.
*Creating Credit applications for loans both individual and group loans.
*Preparing end of the month reports.
*Record keeping.

Three(3)years of my working experience with FINCA sometimes I was acting as a Back Office Supervisor on Banking Departments.

ACTUAL WORK DONE
*Approve Customer accounts creation.
*Approve credit applications.
*Prepare Disbursement planner.
*Prepare cash projections.
*Approve petty cash transactions.
*Prepare branch payroll.
*Supervising a Bank Teller and Customer Service Officer.
*Record keeping.

TRAININGS ATTENDED AT FINCA MICROFINANCE BANK.
*Bank teller and Customer Service training.
*Customer Experience Training.
*Cyber crime and Fraud Training.
*Money Laundry and Ant Money Laundry Training. |
| December 2014 - May
2015 | <ul style="list-style-type: none">• Intern on Biometric Capturing Officer
Finca Microfinance Bank
ACTUAL WORK DONE
*Enrollment of Customer |
| Feb 2014 - April 2014 | <ul style="list-style-type: none">• Ass Accountant Field report during college
National Institute For Medical Research
ACTUAL WORK DONE
*Prepare Cash Book and Cheque Book accounts.
*Office Management. |

- *Reconciliation financial statements.
- *Planing and managing projects.
- *Data entry.
- *Prepare Branch payroll.

SKILLS

- Computer skills *Computer applications includes Ms-Words,Ms-Excell *Electronic Data entry. *Internet and E_mail.
- Problem Solving. Critical thinking. Organizational. Active Listening. Analytical. Flexible. Self motivated. Curiosity.

LANGUAGES

- *Swahili
- *English

REFERENCE

- Upon Request -

OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.