

## CURRICULUM VITAE

### 1. PERSONAL INFORMATION

Name: Thadeus Thomas Makaso  
Sex: Male  
Date of birth: 31/07/1990  
Nationality: Tanzanian  
Marital status: Married  
Language: English and Swahili  
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### 2. EDUCATION BACKGROUND

INSTITUTION	DURATION	AWARD
Institute of Finance and Management	2019	Certificate of Proficiency in Banc assurance
Sokoine University of Agriculture (SUA)	2011 to 2014	Bachelor of Arts in Accounting and Finance (BA-AF)
Ndanda Secondary School	2009 to 2011	Advance Certificate in Secondary Education (ACSE)
Kijitonyama Secondary School	2005 to 2008	Certificate in Secondary Education (CSE)

### 3. TRAINING AND SKILLS

INSTITUTION	DURATION	COURSE ATTENDED
NMB BANK PLC	November 2019	Emerging Leadership Training
NMB BANK PLC	April 2018	Credit Skills Training

#### 4. STRENGTH AND ABILITY

- Good communication skills
- Ability to adapt new circumstances, information and challenges.
- Ability to work in a team.
- Ability to follow instructions accurately and efficiently.
- Diligent and Hard Working.
- Committed and fast learner.

#### 5. WORKING EXPERIENCE

- (I) 1<sup>st</sup> September 2022 up to date: I am working with NMB BANK PLC as **Merchant Advisor** and performing the following duties:-
- (a) Recruit, run and drive merchant acquiring business through selling of POS, E-commerce and QR codes
  - (b) Ensure all contractual agreements under the portfolio managed is maintained and up to date
  - (c) Supply marketing/branding materials to merchants
  - (d) To ensure proper custodianship and maintenance of merchant documentations
  - (e) Ensure cross sell and upsell of acquiring products and services to both internal and external customers
- (II) 9<sup>th</sup> June 2018 up to 31<sup>st</sup> August 2022: I am working with NMB BANK PLC as **Relationship Officer** and performing the following duties: -
- (a) Attending and recruiting all loan type customers.
  - (b) Maintaining branch PAR and NPL within acceptable standard.
  - (c) Attending and recruiting trade finance customers.
  - (d) Attending and recruiting all insurance type customers.
  - (e) Recruiting new customers for various NMB products and retaining the existing ones.
  - (f) Maintaining relationship between NMB, customers and other stakeholders.

(III) 1<sup>st</sup> June 2016 up to 9<sup>th</sup> June 2018: I am working with **NMB BANK PLC** as **Bank Officer** and performing the following duties: -

- Performing all telling duties.
- Performing all customer service duties and front office operations.
- Performing back office operations.
- Performing ATM custodian and reconciliation duties.
- Performing cash custodian duties.

## 6. TECHNICAL SKILLS

- Well versed with MS office (MS Word, MS Excel, and MS PowerPoint).
- Well versed with Internet and E-mail.
- Well versed with Flex cube, BI & Reporting Tool, Cash collections system, Cregora, Postilion, Banc assurance system, Master card agent system, EODO, SYBRIN, Master card connect and Visa online system.

## 7. COMMUNICATION SKILLS

- Fluent in both English and Swahili.

## REFEREES:

1. Mr. Yusuph Achayo  
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