

PERSONAL DETAILS

Name	:	Paul Kaziyale
Address	:	P.O. Box 120, Zomba
Email	:	pkaziyale@yahoo.com
Nationality	:	Malawian
Gender	:	Male
Cell	:	0888 390 167 / 0998 824 274

PROFILE AND OBJECTIVES

- Am a self-motivated hard worker, energetic, results oriented team player and flexible to achieve goals set. A former corporate banker, motivated to contribute and execute tasks excellently to facilitate provision of outstanding services, team effort and proper organisation to optimise usage of resources. Draws from exceptional analytical problem solving and negotiation skills beneficial to organisations to deliver. Possesses enhanced skills and qualifications that add value to an organisation.

SUMMARY OF QUALIFICATIONS

- Bachelor's Degree in Business Administration (The Malawi Polytechnic, 2015).
- Malawi School Certificate of Education (Zomba Catholic Secondary School, 2009).

PROFESSIONAL EXPERIENCE

Mulanje Hydro Limited – Accounts and Administration Assistant (January 2019 – March 2019)

Duties and Roles:

- Capturing transactions into accounting system and preparation of financial accounts.
- Preparation and submission of tax returns to Malawi Revenue Authority.
- Reconciling invoices and coding documents.
- Managing the company's assets inventory and register.
- Supervising and coordinating activities and staff concerned with ordering, receiving, storing and issuing materials in store rooms and project sites.
- Filling in on stores personnel and assisting with issuing stock items and keeping records of the same for reconciliation.
- Reviewing records for accuracy of information and reconciliation of supplier accounts.

First Capital Bank plc – Sales Support Analyst (March 2017 – December 2018)

Duties and Roles:

- Preparation of credit proposals for submission of the same for approval to management.
- Marketing and cross-selling business and First Capital Bank products
- Assisting in maintaining credit portfolio as per Bank's target and in line with Reserve Bank of Malawi guidelines.
- Drawing up weekly sales plan as well as preparation of monthly performance reports.

PAUL KAZIYALE

- Making timely responses to enquiries from customers and other stakeholders.
- Enforcing bank compliance to First Capital Bank standards.
- Ensuring day to day housekeeping standards are met.

First Capital Bank – Management Trainee (September 2015 – March 2017)

Duties and Roles:

- Customer Relationship Management training and hands on experience (business and corporate banking departments); selling and cross selling, deposit mobilisation, customer retention, problem solving and operations.
- Bank Central Operations Department; central clearing, payments (within and outside bank), bill payments, customer stationery acquisition (cheque books and ATM cards) and account opening.
- Credit Department; underwriting, credit operations, credit reporting, credit control and collateral drafting.
- Supervisory training and experience (teller and customer service officer).
- International Department; forex products and payments.
- Customer service assistant and bank teller.

SPECIFIC ACCHEIVEMENTS, SKILLS AND STRENGTHS CULTIVATED

- Customer Service and Relationship Management (Service Touch)
- Trade Finance for SMEs (Frankfurt School of Finance and Management arranged by First Capital Bank).
- Change Management (First Capital Bank - in house training).
- Credit Underwriting Operations (First Capital Bank – in house training).
- Sales and Customer Management (First Capital Bank – in house training).
- Supervisory Training (First Capital Bank – in house training).

REFEREES

- Mr. Louis Sikwese (0888 911 112)
Insurance Executive
NICO Life Insurance Co Ltd
P.O. Box 3044
Blantyre
- Mrs. Bridget Joseph (0996 597 868)
Finance Manager
Mulanje Hydro Ltd
P.O. Box 133

PAUL KAZIYALE

Mulanje

- Mr. Mathews Phoso
Business Relationship Manager
First Capital Bank Plc
Private Bank 122
Blantyre