

CURRICULUM VITAE FOR CHANDA MULENGA

PERSONAL OBJECTIVE:

To work to the best of my ability to attain goals and establish a firm career by taking on challenges and learning new things.

PERSONAL INFORMATION

Full Name : Chanda Mulenga

Date of Birth : 1st July, 1994.

Gender : Female

Marital Status : Single

Nationality : Zambian

Religion : Christianity

N.R.C Number: 333110/64/1

Mobile Number: 0969685283/ 0973798000

Email Address: chandamulenga80@gmail.com

Residential Address: 11472 Makeni Road, Makeni-1075, 3

EDUCATION:

Bachelors' Degree in Banking and Finance at The Copperbelt University from 2013-2017

Grade 12 Certificate at Minga Day Secondary School from 2009- 2011

Grade 9 Certificate at Maiteneke High School from 2007- 2008

Grade 7 Certificate at Alpha and Omega Christian Academy from 1999- 2006

PROFFESIONAL EXPERIENCE:

Depot Supervisor at J & J Transport Zambia from December 2018 to date

Duties and responsibilities:

- Managing depot operations from security to engaging contractors
- Manage entire container operations from receiving bookings to planning container gate-in and gate-out including container stacking
- Implementation of yard guidelines and tariff flow management plans ensuring adherence by all entering the yard.
- Issuance and control of all yard permits to work (PTW) for contractors, supplies and third parties;

- Ensure compliance of HSES policies and procedures to promote safe working environment;
- Provide day to day leadership of daily operations to depot staff
- Preparing Monthly and quarterly HSES (health safety and security) reports
- Updating fuel issued to trucks in system (FMS)
- Updating container movements in the system (EPMS)

Financial Assistant at Candybils Enterprise from Sept 2017- May 2018

Duties and responsibilities:

- Preparing financial reports
- ZRA tax submission (Turnover tax and Value Added Tax)
- Administrative and management responsibilities
- Preparing quotations, purchase orders and invoices
- Responding to enquiries
- Record keeping
- Other responsibilities delegated by seniors

Intern at National Savings and Credit Bank June 2016-Sept 2016

Credit Department duties and responsibilities:

- Customer screening/ credit worth evaluation
- Analyzing client's financial data
- Loan issuing and processing
- Debt Recovery
- Generating reports on outstanding loans
- Recommend and monitor borrower adherence to loan covenants
- Following up on outstanding loans

Customer Service Department duties and responsibilities:

- Addressing customers queries
- Account opening
- Resolving product or service problems

- Maintaining customer records
- Advising customers on suitable financial products

PERSONAL SKILLS AND COMPETENCIES

- Good communication and organizational skills
- Adequate numeracy and literacy skills
- Good level of information technology literacy
- Positive attitude towards training and personal development
- Ability to work under pressure with minimum supervision

REFERENCES

Mr. Obil Siame, Managing Director

Candybils Enterprises limited.

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Mr. Wistone Lungu, Head of Department

Credit Department

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Mrs. C. Mukosiku, Lecturer/Supervisor

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