

CURRICULUM VITAE

PERSONAL DETAILS

Names : Emmanuel Chinunka Musonda
Date of Birth : 25th December 1983
Sex : Male
Religion : Christianity
Nationality : Zambian
Contacts : 0978478912
E mails : musondaemmanuel83@yahoo.com/Emmanuel.Musonda@natsave.co.zm

EDUCATION DETAILS

Certificate : Post Graduate Certificate in Risk Management-Issued in 2023 by ZIBFS.
Certificate : Certificate in Credit Management and International Trade Financing- : issued in 2019 by National Institute of Bank Management, India.
Certificate : I am an Associate Member of ZIM- 2019
Certificate : I am an Associate Member of ZIBFS-2019
Degree : Holder of bachelor's degree in Banking and Finance- issued in 2014 by
: University of Lusaka.
Diploma : Holder of Diploma in banking and finance – issued in 2010 by ZIBFS.
Certificate : Holder of Certificate in banking and finance- issued in 2006 by ZIBFS.
School Cert : Holder of Grade 12 school certificate- issued in 2001 by St. Clements's
: High School in Luapula Province.

ASSOCIATIONS AND OTHER ACHIEVEMENTS

1. Board Member of Lunsemfwa College of Health Sciences in 2023.
2. I am an Associate Member of Zambia Institute of Banking and Financial services. I become an Associate Member in 2017.
3. Certificate of Attendance in Money Laundering and Fraud prevention conducted by Bank of Zambia, ZIBFS and Drug Enforcement Commission in 2016.
4. Awarded a certificate as Best Hardworking Manager in 2015 by Operations Department- Natsave.
5. Best Graduating student in Banking and Finance in 2014 by University of Lusaka.

WORK EXPERIENCE

Natsave : Started work in Natsave as a bank clerk in 2004 in Mansa. During this Period I worked as a **TELLER** and was responsible for the following;

- Receiving and paying cash to customers
- Collecting and processing cheques
- Advising customers on cash related issues.

LOANS OFFICER: From 2006-2007.during this period I was responsible for;

- Receiving and processing of loan application.
- Credit assessment and management
- Recovering loans from owing customers
- Preparations of loan reports.

SUPERVISOR: From 2007-2010. During this period, I was responsible for;

- General branch supervision
- Opening of accounts and customer service
- Preparations of bank reconciliations and suspense accounts.
- Dormant account management
- Management of records and vouchers
- Carrying out call backs on daily basis
- Conducting snap checks regularly

BRANCH MANAGER KAPUTA

- I was appointed as branch manager kaputa which was a C branch in 2010 until 2016 when I was transferred to Kabwe a branch B.

BRANCH MANAGER KABWE: From 2016 to date, I am responsible for;

- Marketing of banks products and services to the general public.
- Customer relationship management
- Cash management & ATM management
- Deposit mobilization and prudent management of credit facilities.
- Risk assessment and effective risk management
- Complying with the laid down laws and regulation
- Formulating and implementing strategic plans at branch level
- Developing and training my subordinates on bank related issues

- Ensuring that the branch is profitable and sustainable.
- Creating a conducive and enabling working environment for high performance.

PERSONAL PROFILE

- Innovative, proactive and able to cope with pressure and meet deadlines.
- Mature, confident and self-motivated.
- Able to work with minimum supervision.
- Team player and willing to learn from others.
- Strategic thinker and goal oriented.

COMPETENCE AND CAPABILITIES

- Interpersonal skills and analytical skills
- Leadership skills and motivational skills
- Effective supervision of branch operations
- Strategic management skills
- Ability to prepare forecast budgets and successful implementation of the same.
- Competent in Fraud and Money laundering issues.

HOBBIES AND INTERESTS

- Watching Movies and Business news.
- Reading novels and a soccer fan.

WORK IN PROGRESS/FUTURE PLANS

1. I am currently pursuing a master's degree in Economics and finance at University of Lusaka. I am done with course work but only remaining with Dissertation only.

REFEREES

1. Head Retail Banking, Natsave Head Office- Mr. Mebelo Mebelo (0978108842)
2. Head Marketing, Natsave Head Office- Mr. Mukwavi David (0961458399).