

Wezi Gondwe Banda

National Bank Of Malawi Plc Consultant- Vehicle & Asset Finance

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Excellent dedicated professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand. Working skills with teams in a multicultural environment, Outgoing with a pleasant personality, honest with a high level of integrity and Leadership skills. Excellent team player with sober habits. Excellent business development and negotiating skills.



Skills

Analytical and Critical Thinking	Excellent
Problem-Solving	Excellent
Teamwork and Collaboration	Excellent
Attention to Detail	Excellent
Decision-Making	Excellent
Planning and Coordination	Excellent
Multitasking Abilities	Excellent
Dependable and Responsible	Excellent
Cultural Awareness	Excellent
Active Listening	Excellent
Teambuilding	Excellent
Microsoft Office	Excellent



Work History

2011-01 -
Current

Consultant-Vehicle & Asset Finance

National Bank of Malawi plc, Lilongwe

- Corporate Banking- Vehicle and Asset Finance
- Duties involved
- Business Development management-increased sales by 24%
- Operation Risk Management
- Preparing Credit Proposals
- Performance Management
- Delivered outstanding service to clients to maintain and extend relationship for future business opportunities.
- Supported clients with business analysis, documentation and data modelling.
- Created and developed detailed work plans to meet business priorities and deadlines.
- Managed multiple deadlines across several businesses to meet dynamic needs of multiple clients.
- Prepared presentations to explain revisions, enhancements and process improvements of organization's systems and programs.
- Generated reports detailing findings and recommendations.
- Developed and updated tracking spreadsheets for process monitoring and reporting.
- Optimized customer experience by delivering superior services and effectively troubleshooting issues.
- Collaborated with teams to define, strategize and implement marketing and web strategies.
- Analyzed problematic areas to provide recommendations and solutions.
- Kept detailed records of daily progress to identify and correct areas needing improvement.
- Accomplished multiple tasks within established time-frames.
- Financial performance analysis of clients creditworthiness
- Budgeting and coordinating expenditures -
- Credit risk analysis

2009-11 -
2010-12

Research Associate Trainee

Livingstonia AIDs Control Programme, Mzuzu

- Gathered, arranged and corrected research data to create representative graphs and charts highlighting results for presentations.
- Assisted with preparing project-related reports, presentations and manuscripts.
- Prepared tables, graphs and fact sheets to summarize research results.
- Completed research, compiled data and assisted in timely reporting.
- Interviewed 15-20 individuals per day
- Used coordination and planning skills to achieve results according to schedule.
- Obtained informed consent of research subjects or guardians.
- Verified accuracy and validity of data entered in databases to correct errors.

- Maintained energy and enthusiasm in fast-paced environment
- Completed paperwork, recognizing discrepancies and promptly addressing for resolution



Education

2016-01 - 2017-01	DIPLOMA: BANKING – FINANCIAL PLANNING Institute of Bankers in Malawi (IOBM) - Blantyre, Malawi.
2006-03 - 2009-11	BACHELORS DEGREE: BUSINESS ADMINISTRATION University of Malawi (The Polytechnic) - Blantyre, Malawi
2001-01 - 2004-10	MALAWI SCHOOL CERTIFICATE OF EDUCATION Mzuzu Government Secondary School - Mzuzu, Malawi

PERSONAL INFORMATION

SURNAME	: Banda
NEE NAME	: Gondwe
OTHER NAMES	: Wezi
GENDER	: Female
DATE OF BIRTH	: 29 June, 1987.
MARITAL STATUS	: Married
NATIONALITY	: Malawian
RELIGION	: Christian
PERMANENT ADDRESS	: National Bank of Malawi plc, P. O. Box 30317, Lilongwe, Malawi.



Languages

English	<div></div> Excellent
Chichewa	<div></div> Excellent
Tumbuka	<div></div> Excellent