



Lawrence Muchomba

Financial Advisor

at Britam Kenya

Location: Nairobi, Kenya
Education : Bachelor's degree, Economics And
Sociol[?]
Experience: 13 Years, 8 Months

CONTACT

Location: Nairobi, Kenya
Name: Lawrence Muchomba
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Country: Nairobi, Kenya
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LAST ACTIVITY: 2022-05-10

REF.: CV76329608

TARGET JOB

Target Job Title: Branch Manager Operations, Operations Manager, Sales Supervisor, Insurance Manager, Administration Coordinator, Personal Banking Manager, Remittance Transaction Associate

Career Level: Mid Career

Target Job Location: Saudi Arabia; UAE; Qatar; Jordan; Kuwait

Career Objective: I possess wide knowledge and experience in branch management, excellent customer service, business development, branch operations, portfolio management, credit management and control.

As an experienced team leader am a dynamic, organized, innovative team player who flexibly works with diverse team to achieve the best possible results. With high integrity, results oriented leadership, self-initiative, high IT proficiency, strong communications and interpersonal skills, I have been able to execute my responsibilities accurately, effectively and efficiently.

Employment Type: Full Time Employee

Target Monthly Salary: USD 2,500

Notice Period: Immediately

Last Monthly Salary KES 120,000 (~ USD 1,195)

PERSONAL INFORMATION

Date of Birth 28 December 1982 (Age: 39)

Gender Male

Nationality Kenya

Additional Nationalities -

Residence Country Nairobi, Kenya

Visa Status Citizen

Name in Arabic لورانس

Marital Status Married

Number of Dependents 2

Driving Licence Issued From Kenya

EXPERIENCE (13 YEARS, 8 MONTHS)

February 2022 - Present

Financial Advisor

at Britam Kenya

Location: Embu, Kenya

Company Industry: Insurance & TPA

Job Role: Finance and Investment

- Build and maintain a sales levels, according to the Unit's manpower growth and development plan.
- Assign agents to branches and monitor their performance
- Ensure that agents are professionally trained to sell and service the Company's products.
- Assist agents with setting, and reaching progressive, but accurate, sales and performance goals.
- Ensure that own personal production is at a sufficient level (leading by example).
- Ensure that persistency of the Unit business meets the Company's acceptable set standards.
- Ensure highest level of customer service & that agents go back and see / serve their customers
- Adopt highest level of professionalism amongst the team in line with the standards adopted by banks.
- Follow up to ensure that all leads provided are attended to and feedback provided by close of business each day

October 2019 - January 2022

Projects Supervisor

at Almotec Contractors Ltd

Location: Meru, Kenya

Company Industry: Construction & Building

Job Role: Construction and Building

Preparation of tender documents.
Coordination of ongoing construction projects.
Maintaining projects documentation plans and reports.
Managing projects budgets.
Communicating projects progress.
Assyning tasks and controlling schedules.
Resource allocation for effective and timely completion of projects.

January 2017 - July 2019

Bank Branch manager

at Family Bank Ltd

Location: Meru, Kenya
Company Industry: Banking
Job Role: Banking

Growth of the branch asset and liability book to ensure growth of the branch and increase profits.
Overseeing the operations of the branch to ensure compliance of laid down policies and procedures.
Directed, motivated and developed staff so as to ensure a branch succession plan for branch continuity is in place.
Appraising and reviewing of staff performance so that branch strategies are accomplished.
Safeguarded and overseeing the effective and efficient use of branch assets so that set budgets are adhered to.
Organizing annual corporate social responsibility for a selected institution supporting the needy and vulnerable people in the local community.
Set branch strategies in line with company strategy and preparation of relevant reports to monitor and review performance.

November 2013 - December 2016

Branch Operations Manager

at Family Bank Limited

Location: Nairobi, Kenya
Company Industry: Banking
Job Role: Banking

Managed and ensured full compliance with Bank's Policies and Procedures.
Liaised with Head Office Risk and Compliance to identify and mitigate against potential operation risks at the branch. Ownership of branch audit reports and ensuring all issues raised in the audit report are closed in time
Balancing, control and reconciliations of suspense accounts as per bank policy.
Preparing budget and monthly performance management reports.
General branch administration done satisfactorily.
Monitored and evaluated the performance of direct reports, prepare performance appraisals and recommend and/or initiate corrective action where necessary.
Provided leadership and guidance to direct reports through effective planning, communication, training, mentoring and coaching.
Established and maintained a culture of teamwork, employee empowerment and commitment to the branch and the Bank's goals.
Managed escalated Customer Service issues promptly.

March 2012 - October 2013

Branch Operations supervisor

at Family Bank Limited

Location: Meru, Kenya
Company Industry: Banking
Job Role: Banking

Branch supervision in customer service and account opening

July 2008 - February 2012

Operations officer

at Family Bank Limited

Location: Meru, Kenya
Company Industry: Banking
Job Role: Banking

Excelled in teller, customer service and account opening responsibilities

EDUCATION

Bachelor's degree, Economics And Sociology

at Egerton University

Location: Nairobi, Kenya
November 2007

Grade: 3 out of 1

Second class honours upper division



SPECIALTIES

Transaction Banking

Questions: 0

Answers: 0

Administration

Questions: 0

Answers: 0

Project Coordination

Questions: 0

Answers: 0

Branch Management

Questions: 0

Answers: 0

Bank Operations

Questions: 0

Answers: 0

SKILLS

Leadership and management

Level: (Expert)

Team leadership, operations management, Supervision, insurance expert.

Level: (Expert)

operations management

Level: (Expert)

Insurance financial advisor

Level: (Expert)

Transaction Banking expert

Level: (Expert)

Credit management

Level: (Expert)

operation

Level: (Expert)

problem solving

Level: (Expert)

planning

Level: (Expert)

negotiation

Level: (Expert)

marketing

Level: (Intermediate)

money

Level: (Expert)

retail

Level: (Expert)

ms project

Level: (Expert)

time management

Level: (Expert)

teamwork

Level: (Expert)

microsoft powerpoint

Level: (Expert)

pos

Level: (Expert)

sales coordination

Level: (Expert)

office administration

Level: (Expert)

LANGUAGES

English

Level: (Expert) | Experience: More than 10 years

REFERENCES

Nancy Warima Mwandigi

Job Title: Relationship Manager

Company Name: Family Bank Limited

Phone Number: +254.721515559

Email Address: nmwangi@familybank.co.ke

Douglas Mwongera Ikiara

Job Title: Branch Manager

Company Name: KCB Kenya

Phone Number: +254.721718210

Email Address: dmwongera@kcb.co.ke

TRAINING AND CERTIFICATIONS

Certificate in Statistical Package for Social Sciences

(Certificate)

Issued in: March 2007

HOBBIES AND INTERESTS

Volunteer in financial literacy training, corporate social responsibility and reading

Support of Ruiga day days school in renovation of classrooms, dining hall and laboratory block. Financial literacy training to local community Field demonstrations at our farm in sustainable coffee farming methods in Meru county

