

CURRICULUM VITAE



1.0 PERSONAL INFORMATION

NAME : BENSON ILLISON MWINUKA

DATE OF BIRTH : 17th October 1989

NATIONALITY : TANZANIAN

MARITAL STATUS : MARRIED

PLACE OF BIRTH : NJOMBE-LUDEWA

MOBILE : +255755 983 129
+255654 615 924



LANGUAGE : ENGLISH & KISWAHILI

CURRENT JOB : IMPORT & EXPORT OFFICER- POLYTRA Tanzania

COMPANY : [POLYTRA Tanzania Limited](#)

E-MAIL : beniefaith@gmail.com

PERSONAL WEBSITE : (Mainly For my Hobbies) www.ankobenny.ga

SOCIAL & PROFESSIONAL ACOOUNTS :  [Benson Mwinuka](#)
 [Benson Mwinuka](#)

2.0 RESUME SUMMARY

I am a self-motivated and flexible person of high integrity, eager to learn, with an ability to work independently and in a team, who can work under minimum supervision and stressful environment.

3.0 EDUCATION BACKGROUND

S/N	YEAR	INSTITUTE	PRINCIPAL SUBJECT	AWARD
3.1	2017	AVETA Business Institute- Online Training	Basics on Lean Six Sigma	White Belt Certificate on lean Six Sigma
3.2	2011-2015	University of Dar Es Salaam-CoET	Bsc. In Industrial Engineering and Management	First Degree in Industrial Engineering and Management
3.3	2009-2011	Ifunda Tech. High School	Advanced level Studies	General Certificate of Secondary Education Examination
3.4	2005-2008	Makita high school	Ordinary level studies	Certificate of Secondary Education Examination
3.5	1998-2004	Masumuni Primary School	Primary level Education	Certificate of primary level Education

4.0 HONORS, AWARDS & REGISTRATION

S/N	YEAR	ISSUED BY	AWARD
4.1	11/11/2017	Tanzania Engineering Registration Board	Registered as a graduate Industrial Engineer
4.2	2015	(Chinese) Confucius Institute at the University of Dar Es Salaam	Certificate for the 1 st prize in the Chinese Karaoke competition http://english.hanban.org/article/2015-04/17/content_589179.htm
4.3	2014	University of Dar Es Salaam	Certificate of appreciation for engineering students' exhibition
4.4	2010	Tanzania Mathematics Association	Senior 2010 Mathematics Contest Award (The best 35 Students)
4.5	2008	BP companies	A trough for the Best Oral fluency competitor for the mada "Poverty Alleviation in Tanzania, are we winning or Losing the Battle?"
4.6	2008	Academic Dept. Makita high school	Overall best student award (For form four students)
4.7	2007	CHAHITA (Chama cha Hisabati Tanzania)	Mathematics competition first Prize award
4.8	2007	The Goi Peace foundation and UNESCO	Certificate of participation for composition submission

5.0 WORK EXPERIENCE, WORKSHOPS AND TRAININGS

5.1 23rd October 2017 – Up to date

Organization: POLYTRA Tanzania Ltd

Function: Import & Export Officer

Responsibilities/Experiences

- Planning and managing International shipments (Import and export).
- Prepare reports and expedite Billing processes.
- Management of client relationships.
- Performing daily activities relating to export and import.

5.2 1st July 2017- 20th October 2017

Organization: Alistair James Company-Tanzania

Function: Transit Controller/Assistant Fleet manager

Responsibilities/Experiences

- i. Preparation of tracking reports, accident reports and other reports required internally and externally.
- ii. Ensuring trucks load, clear borders, keep moving unload and clear the port efficiently
- iii. Preparation of fuel orders and delivery notes.
- iv. Uploading drivers per diems, road tolls and other trip related expenses to M-pesa
- v. Coaching drivers for continual improvement through proper communication and guidance.
- vi. Management of loading and offloading trucks (Including interchanges for containers)
- vii. Briefing of Trucks status in meetings
- viii. Hold and document trip brief and de-briefs

5.3 1st October 2016- 10th June 2017

Organization: DAMCO Tanzania Ltd

Function: Operation coordinator- Export

Responsibilities/Experiences

- i. Responsible for executing all the activities associated with Value Added Services: including Trucking, Shipment Handover, Warehousing and Cargo-Insurance.
- ii. Supervise, Manage and process all Export Shipments From Booking to Delivery
- iii. Receives booking, creates file in Trakit and processes the job end to end.
- iv. Ensure compliance to release of cash customer shipments and network business SOPs and no unjustified costs to Damco/Customers.
- v. Identify and communicate challenges and upselling opportunities timely.
- vi. Communicates with the customer and sit in on customer meetings as needed.
- vii. Receive and process vendor invoices for cash/advance payments; including query and disputes raised for the same.
- viii. Vendor pay run review.
- ix. New Customer and Vendor Registration using MDG-SAP for Business Client.
- x. Prepare everyday trakit reports (Shipment status reports) and lead daily Huddle

5.4 June 2016-July 2016

Organization: University of Dar Es Salaam

Main Activity: Data entry and analysis on SPSS for Incubators (SIDO, TEMDO, ZTBi & TAREBI)

(Data collected from entrepreneurs under incubation)

Supervisor: Juliana Machuve Lecturer University of Dar Es Salaam

Phone No: [+255755704686](tel:+255755704686)

E-mail address: jullymac@udsm.ac.tz

5.5 September 2015-February 2016

Organization: Bulk Distributors (Construction Company)-Arusha

Main Activity: Operation Manager internship- PPGI Roofing Sheets manufacturing Plant
(Managing and supervising production of PPGI roofing sheets)

Responsibilities/experiences:-

- i. Planning, Organizing, directing and running Optimum day-to-day operations.
- ii. Increasing production, assets capacity and flexibility while minimizing unnecessary costs and maintaining roofing sheets's current quality standards.
- iii. Responsible for production output and product quality.
- iv. Allocate resources effectively and fully utilize assets to provide optimal Results

- v. Monitor Operations and trigger corrective actions
- vi. Share a trusting relationship with workgroup and recruit, manage and develop Plant staff.
- vii. Collect and analyze data to find places of waste or overtime.
- viii. Address employee' issues or grievances and administer collective bargaining agreements.
- ix. Develop systems and processes that track and optimize productivity and standards, metrics and performance targets to ensure effective return on assets.

5.6 February 2015-August 2015

Institute: University of Dar Es Salaam-Carpentry and Machine tools workshop

Main Activity: Final year project-My Own project Idea

(Designing and manufacturing of a combined bed-table furniture set.)

Supervisor: Dr. E. Elias-Senior Lecturer University of Dar Es Salaam

Phone No: [\(+255717 909 752\)](tel:+255717909752)

E-mail Address: ebelias@udsm.ac.tz

5.7 June 2014-August 2014

Institute: TDTC-University of Dar Es Salaam

Main Activity: Third year Practical Training as an Industrial Engineer

(Determining and suggesting factors for productivity improvement at TDTC.)

Supervisor: Dr. Legonda Senior Lecturer University of Dar Es Salaam [\(+255712072 396\)](tel:+255712072396)

5.6 June 2013-August 2013

Organization: Mbinga Coffee curing co. LTD

Main Activity: 2nd year Practical Training as Industrial Technician

(Studying an overall Coffee curing process and generating a final report)

Supervisor: Mr. A. Kagwa Lecturer University of Dar Es Salaam

Phone No: [\(+255787 348 005\)](tel:+255787348005)

E-mail address: arkagwa@gmail.com

5.8 June 2012-August 2012

Organization: Mbinga Coffee curing co. LTD

Main Activity: 1st year Practical Training as a mechanic Craftsman
(Generating a report on a Vibrating Screen Machine.)

Supervisor: Late Dr. Chungu-Lecturer University of Dar Es Salaam

Phone No: [NIL](#) **E-mail address:** [NIL](#)

6.0 LEADERSHIP EXPERIENCE

6.1 August 2013 – July 2014

Organization: University of Dar Es Salaam Industrial Engineering & management Student's
Organization (UDIEMSO)

Function: Deputy Chair Person

Responsibilities/Experiences

- i. Assist and support the Chairman in providing Leadership to the Organization, through the Governance arrangements, and also act as a 'Sounding board' and confidante to the chairman in execution of his role.**
- ii. Acting Chairman to carry normal functions of Chairman during the period when the Chairman is absent.**
- iii. Monitoring the implementation of UDIEMSO strategies.**

6.2 May 2012– July 2013

Organization: University of Dar Es Salaam Industrial Engineering & management Student's
Organization (UDIEMSO)

Function: Appointed Assistant General Non-Executive Committee Member (Non-Rec)

Responsibilities/Experiences

- i. Overseeing executive and the Whole Organization in general and Scrutinising the performance of management in meeting agreed goals and objectives and monitor the reporting of performance**
- ii. Dealing with various situations involving Conflicts of interests**

6.3 October 2011– November 2013

Organization: University of Dar Es Salaam (Industrial Engineering Class 2011-2015 Entry)

Function: Volunteered Class representative (CR)

Responsibilities/Experiences

- i. Liase with lecturers and tutors when necessary**
- ii. Actively address any problems raised by Students**
- iii. Being available to Students in Class**
- iv. Attending Staff Student Consultative Committee Meetings**

6.4 January 2010– February 2011

Organization: Ifunda Tech. High School (2009-2011 Entry)

Function: Elected Class Leader (CL)

Responsibilities/Experiences

- i. Liase with Teachers when necessary**
- ii. Actively address any problems raised by Students**
- iii. Being available to Students in Class**
- iv. Attending Staff Student Consultative Committee Meetings**

6.5 2007-2008

Organization: Makita High School

Function: Elected Head Academic Prefect

Responsibilities/Experiences

- i. Maintain Academic collaboration among Students**
- ii. Guide other students, help to organize Academic activities and Communicate Students needs to Staff members**
- iii. Perform public speaking duties at all appropriate School Services and Events**

6.6 January 2005– 2007

Organization: Makita High School (2005-2008 Entry)

Function: Elected Class Leader (CL)

Responsibilities/Experiences

- i. Liase with Teachers when necessary**
- ii. Actively address any problems raised by Students**

- iii. Being available to Students in Class
- iv. Attending Staff Student Consultative Committee Meetings

7. SKILLS AND COMPETENCIES

7.1 PERSONAL SKILLS

- Time management and planning skills; Leadership and Organizational skills; Negotiation skills; Communication skills, continued self-development skills, Problem solving skills.

7.2 COMPUTER & SOFTWARE SKILLS

- Microsoft Office (Ms. Word, Ms. Excel, Ms. Publisher, Ms. Power Point, Ms. Project)
- Internet and E-mail
- Website and Blog design, Android Apps development.
- SAP business client/Vendor software,
- Auto Cad/Solid Work and SPSS.
- Cubase, FL studio, Nuendo

7. Projects accomplished

7.1 Website design, development and launching <http://www.zhiyuanlogistics.com>

7.2 Music Platform design, development and launching <http://www.wekamziki.pro>

7.3 Market place(Online shopping) Website Design, development and launching <http://www.sokoni.site>

7.4 Imbedding an Online Subcontractors registration form on Alistair group website <https://www.alistairgroup.com/freight-carrier-application/>

8. INTERESTS AND HOBBIES

- Reading and writing story books and magazines
- Drawing pictures (Art work)
- Events management, Networking and socializing
- Music production
- Listening, singing and playing music instruments
- Website design development and launching

9. REFEREES

1. Dr. E. Elias-Senior Lecturer University of Dar Es Salaam

Phone No: [\(+255717 909 752\)](tel:+255717909752)

E-mail Address: ebelias@udsm.ac.tz

2. Dr. Majaja-Senior Lecturer University of Dar Es Salaam

Phone No: [\(+255754265507\)](tel:+255754265507)

E-mail Address: bamajaja@uccmail.com

3. Juliana Machuve- Assistant Lecturer University of Dar Es Salaam

Phone No: [\(+255755704686\)](tel:+255755704686)

E-mail Address: jullymac@udsm.ac.tz

4. Peter Alex Sakila- Operations Manager at Kentan Logistics

Phone No: [\(+255763 875 304\)](tel:+255763875304)

E-mail Address: Peterlubasha@hotmail.com

5. Kashura Mujuni-Operation Controller at POLYTRA Tanzania Ltd

Phone No: [\(+255767 390 162\)](tel:+255767390162)

E-mail Address: mujuni.kashura@gmail.com

6. Gedfrey Kaduri- Operation Controller at Tanzania Ltd

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E-mail Address: Gkaduri@polytra.be

DECLARATION

I do here state that, all information in this CV is correct and truly belongs to me.

Benson I. Mwinuka

11/04/2018