

PERSONAL INFORMATION

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WORK EXPERIENCE

Jul 2010–Oct 2010

Intern Accountant

The Tanzania Electric Supply Company Limited (TANESCO), Dar es Salaam (Tanzania)

- Shadowing members of the Accounting department as they perform their duties.
- Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records.
- Preparing financial reports, such as balance sheets and income statements, invoices, and other documents.
- Working with bookkeeping software.

Jul 2011–Oct 2011

Intern-Storekeeper

Tanzania Ports Authority, Dar es Salaam (Tanzania)

- Maintain receipts, records, and withdrawals of the stockroom
- Receive, unload, and shelf supplies
- Inspect deliveries for damage or discrepancies and report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs

Jul 2013–Nov 2013

Intern-Purchase and Supplies

Medical Stores Department, Dar es Salaam (Tanzania)

- Assists and provides support to Purchasing department and job site Project Managers.
- Assist in inventory management (materials, equipment, wireless devices)
- Assist in material requisition
- Assist in PO creation/tracking, RFQ management
- Assist in researching prices on different materials
- Performs assigned duties both independently and as a member of a team
- Assist in general duties as assigned, scanning, faxing, filing and other routine duties

Jul 2016–Present

Purchasing Manager

Chipukizi Tanzania Investment Co. Ltd., Dar es Salaam (Tanzania)

- Development of procurement strategies for preparation and presentation to directors.
- Manage the procurement operations in the SCM department of the organisation
- Meticulously manage all aspects of procurement from negotiation to delivery
- Promote safety and awareness among Supply Chain and Vendor staff aimed at zero accident / incident rate.

- Accountable for approval of Bid-Lists and purchase orders up to certain limit of authority.
- Participate in prequalification of suppliers as necessary and evaluation of commercial bids
- Preparation of negotiation strategies and procurement negotiations as appropriate
- Ensure awards of Contracts and Purchase Orders are in compliance with Cathodic Protection (CP) procedures, Specifications and local and international HSE standards
- Accountable for reviewing and approving suppliers requests for payment with respect to vendors, ensuring all obligations are met before payment.
- Ensure all Contract and Purchase Order close-out is undertaken in a timely manner, including the resolution of claims as and when required

EDUCATION AND TRAINING

01/2005–10/2008	Certificate of Secondary Education Swilla Secondary School, Mbeya (Tanzania)	NECTA
Oct 2009–Jul 2010	Certificate of Accountancy Mzumbe University, Mbeya (Tanzania)	
Oct 2011–Jul 2013	Diploma in Procurement and Supplies Management College of Business Education (CBE), Dodoma (Tanzania)	
Oct 2013–Jul 2016	Bachelor of Procurement and Logistics Management Tanzania Institute of Accountancy (TIA), Dar es Salaam (Tanzania)	

PERSONAL SKILLS

Mother tongue(s) Swahili

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C1	C1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

- Communication skills
- Excellent written and verbal communication skills.
 - Confident, articulate, and professional speaking abilities (and experience)
 - Empathic listener and persuasive speaker.
 - Writing creative or factual.
 - Speaking in public, to groups, or via electronic media.
 - Excellent presentation and negotiation skills.

- Organisational / managerial skills
- Leadership: An experienced team leader
 - Influencing, leading, and delegating abilities
 - Ability to initiate/manage cross-functional teams and multi-disciplinary projects.
 - Critical thinking, decision making and problem solving skills.
 - Planning and organizing – Organizational abilities

- Result oriented: Ability to achieve the target within given time
- Excellence Communication skills.
- Adaptability – Efficient under pressure, meet deadlines

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Proficient user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid