

CURRICULUM VITAE (CV).

PERSONAL INFORMATION.



First(s) surname: : Hanif Mohamed Suleiman

Marital Status :married

Passport : TAE 059951

Criminal record : None

Nationality :Tanzanian

CONTACT DETAILS.

Permanent Address : Dar es salaam, Tanzania

Mobile (s) : +255 672 049 424
+255 686 630 366

E-mail : hanfsuleiman@gmail.com

EDUCATION BACKGROUND.

| NAME OF COLLEGE AND SCHOOL | YEAR OF STUDY | AWARD |
|---|---------------|--|
| Institute of public administration Zanzibar (IPA) | 2014 - 2016 | Diploma in International Education and Diploma |
| Kirinjiko Islamic Secondary School | 2010 - 2013 | Certificate of Secondary Education |
| Tandika Primary School | 2002 - 2008 | Certificate of Primary School |

WORKING EXPERIENCE.

| DURATION | TITLE | ORGANIZATION |
|-------------|--|---------------------------------|
| 2017 | The supervisor of LPG LPG gantry filling operator | Oil Com Gas |
| 2017 - 2018 | The supervisor for seal and pump operator | Oil Com (T) Limited |
| 2020 - 2022 | The truck controller ,trucking officer | Al hushoom transport investment |

| | | |
|------|--|--------------------------------|
| 2022 | Store keeper and assistant workshop supervisor | Al hushoom transport investmen |
|------|--|--------------------------------|

Key Duties and Responsibilities

- Tracking stations must always be kept clean and tidy.
- Ensure tracking log book is fully maintained for saving all reports in folders (month wise) in the computer system.
- Ensure handling over/taking over log book in which old shift handover unsanctioned points to the new shift for completion and this will be seen and signed by the manager on a daily basis.
- Responsible for maintaining appropriate record of all reports both tracking log book and on his computer system.
- Ensure cases of untreated , pending ,and instructions to be passed to his/her reliever (incoming and outgoing mails).
- Ensure avoidance of communication with transport staff should be through the fleet Operations Manager.
- Ensure full tracking of loaded trucks down to its assigned destination.
- Ensure reporting of any illegal /suspicious activities and truck diversion.
- Ensure recording /entering of all violation into the tracking log book.
- Tracking vehicle by GPS system.
- Ensure that potential problems or fuel misuse is raised to management.
- Monitoring truck driver performance (200-plus vehicles).
- Ensuring strict compliance with company regulations by drivers.
- Identifying on-road exceptions and taking immediate remedial action.
- Coordinating and responding to emergency situations.
- Submit regular and comprehensive monthly reports to the supervisor on vehicle movements and problems
- Performs any other Assignments imposed by Management

PERSONAL QUALITIES.

- Ability to work under the weakness.
- Excellent communication
- Ability to learn qualicky is my forte that has helped me succefully manages my jobs given.
- Ability to work with a team of delicate professionals for archieuning the dead line for the exception of work.
- Ability to monitor the safety rules.
- To consider the basic requirement of safety rules during the operation time.

| PERSONAL SKILLS AND COMPETENCE | | | | | |
|--------------------------------|-----------|--------------------|----------|---------|---------|
| a) Languages | | b) Self Assessment | | | |
| | | Understanding | Speaking | Writing | Reading |
| Mother tongue | Kiswahili | ✓ | ✓ | ✓ | ✓ |
| Other Language(s) | English | ✓ | ✓ | ✓ | ✓ |

COMPUTER SKILLS AND COMPETENCES.

- ✓ Introduction of windows
- ✓ Computer Operating System
- ✓ Ms word
- ✓ Network and Computer Internet

HOBBIES.

- ✓ Reading articles and Papers.
- ✓ Learning new things

LIST OF ATTACHED DOCUMENT.

- ✓ Diploma in International Relate and Diplomacy.
- ✓ Certificate of secondary Education.
- ✓ Certificate of work services
- ✓ Certificate of Birth

REFERENCE.

| NAME | ADDRESS | POSITION |
|---------------------------|---|---|
| Mr. Salum Mohamed ally | Kibasila secondary school P. o box 27389 phone +255 713 188 566 | ✓ Lectures ✓ Brother |
| Mr. alLy salum Suleiman | Mbagala – Dar es salaam Phone. + 255 0713 880 041 | ✓ Filling supervisor at oil com (T) limited ✓ Brother |
| Mrs. Salama Suleiman Said | Zanzibar, Tanzania Phone. + 255 777 418 199 | ✓ Head Teacher ✓ My auntie |

