

HAMIS NURUH

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PERSONAL DETAILS

Full Name : Hamis Nuruh
Date of Birth : 01st September, 1994
Place of Birth : Ilemela, Mwanza
Nationality : Tanzanian
Place of Domicile : Goba Tegeta A, Dar es salaam
Gender : Male
Marital Status : Married
Language : Speaking, Reading, Writing English and Swahili

PERSONAL PROFILE STATEMENT

I have a wide range of skills, experience, knowledge and academic background in automobile engineering industry, fleet management, transport and operation management as well. Who graduated Diploma in Automobile Engineering at National Institute of Transport (NIT).

A bright, open, motivated, adoptable, talented, hard worker, smart worker, ambitious energetic person who fits perfectly and experienced into the positions of Workshop Manager, Equipment Manager, Maintenance Supervisor, Transport Logistics Manager, Fleet Manager, Motor Inspector, Motor Assessor, Motor Estimator, Investigator of Motor Insurance Claims, Product and Service, Sales Skills and Customer Care, Stock Management, Financial Management, Investment and Entrepreneurship who possess a vast wealth of knowledge who can quickly absorb new situations and can communicate clearly and effectively.

A well determined individual with excellent communication and interpersonal skills with ability of working under high pressure, work with or in a team, ready to adopt new environment, can be depended upon and I am confident that I can be an asset to any Organization, Institution, Firm, Company and Project. I have passion for success and desire to do the best that I can.

ACHIEVEMENTS

- Awarded the recognition as a member of the Institution of Engineers Tanzania.
- Awarded the Tigo Sales School certificate after a successfully completion of the training courses in Product and Services, Customer Care and Sales Skills, Stock Management, Financial Management, Investment and Entrepreneurship.

EDUCATIONAL BACKGROUND

Diploma in Automobile Engineering at National Institute of Transport (NIT) from 2014 – 2017

Relevant Modules for First Year

- Workshop Technology
- Engineering Drawing
- Engineering Science
- Basic Automobile Electrical and Electronics
- Basic Automobile Layout
- Communication Skills
- Basic Computer Applications
- Basic Engine Repair and Maintenance
- Engineering Calculus and Matrices
- Business Communication Skills
- Industrial Practical Training

Relevant Modules for Second Year:

- Internal Combustion Engines
- Automotive Electrical and Electronics Systems
- Auto Air Condition, Ventilation and Heating Systems
- Automobile Body Works
- Automobile Suspension and Steering Systems
- Automobile Brake repair and Maintenance
- Basics of Workshop Management
- Engineering Mathematics
- Automobile Transmission and Drive Train
- Fundamental of Automotive Repair and Maintenance
- Engineering Drawing IV
- Machine Elements and Design I
- Auto Air Condition, Ventilation and Heating Systems II
- Automotive Air Fuel Systems
- Entrepreneurship for Technicians
- Industrial Practical Training
- Computer Applications

Relevant Modules for Third Year:

- Workshop Management
- Basic Procurement Techniques
- Road Transport Operations
- Environmental Engineering
- Strength of Materials
- Engineering Thermodynamics
- Auto Electric and Fuel Injection
- Communication Skills II
- Auto Electric and Auxiliary Systems
- Hydraulic and Pneumatic Systems
- Principles of Automatic Gear Box
- Materials Technology
- Design Project
- Vehicle Inspection and Driver Examinations
- Entrepreneurship for Technician II

Microcomputer Applications Provided Training in 2014

- Introduction to Computer
- Microsoft Windows
- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft Power Point
- Microsoft Publisher
- Internet and Email.

Tigo Sales School at Tigo Head Office Provided Training in Mwanza in 2013

- Product and Services
- Customer Care and Sales Skills
- Stock Management
- Financial Management
- Investment and Entrepreneurship

Ordinary Certificate of Secondary Education at Mihama Secondary School from 2009 to 2012

- Secondary School Based on Science Studies

Completion of Primary Education at Kitangiri Primary School from 2002 to 2008

WORKING EXPERIENCE

UMOJA KILOSA JV – Employed and worked as the Transport Officer, Workshop Manager and Equipment Manager in the Road Construction Project from 2019 to 2023

Duties and responsibilities performed as the Transport Officer at Umoja Kilosa JV

- Managing company fleets, recruiting and training new drivers and operators to get quality drivers and operators and engaging them in the project to increase and improve the project workforce as well as organizing the training sessions for employees such that proper use of machines and handling of hazardous material and make sure staying up-to-date with safety regulations as well as testing,
- Tracking, monitoring, recording the location and status of the construction equipment, trucks and motor vehicles as well as tracking and managing correctly the use of fuels in construction equipment, trucks and motor vehicles by using a tracking system to eliminate the misuse of fuels and high fuel consumption to minimize and protect the costs for running the project.
- Coordinating the inspection, repair and routine maintenance of construction equipment and fleets so as to make sure they are properly well maintained.
- Purchasing and ordering fuels for the project activities, supervising fuel pump attendant on supplying fuels on time to the construction equipment, trucks and motor vehicles.
- Monitoring and preparing daily and monthly working reports, timesheets reports and equipment utilization reports for the assigned working construction equipment, trucks, motor vehicles and make sure the log books filled properly to keep well organized records.
- Schedule and monitoring drivers and operators daily and weekly routes.
- Prepare and processing drivers and operators monthly performance payments.
- Visiting workplaces for monitoring and evaluation of the drivers and operators performance progress to reduce presence of slowness in the work, to reduce mistakes in workplaces as well as to reduce incidents of fuel thefts that may occur in the workplaces.
- Scheduling the meetings and organize the drivers and operators to find the solutions of different challenges they are facing in the project activities.

Duties and responsibilities performed as the Workshop Manager at Umoja Kilosa JV

- Supervise, plan, coordinate trucks, motor vehicles and construction machineries servicing and maintenance activities including allocating project resources.
- Organize mechanic and technicians to identify equipment, trucks and motor vehicles to jointly solve out their breakdown.
- Contacting with different spare parts suppliers for searching the required spare parts and negotiate prices as well as preparing the requisition documents for the construction machineries, trucks and motor vehicles so as to ensure its parts inventory matches in the system as well as proper store keeping and distribution for future repairing, service and maintenance.
- Assess and estimate the damages of trucks, motor vehicles and construction machineries repair costs and make sure the spare parts or service are completed in a timely manner.
- Encouraging and motivating the workforce in order to promote workshop and individual objectives.
- Ensuring the production work in carried out accordingly

Duties and responsibilities performed as the Equipment Supervisor at Umoja Kilosa JV

- Closely supervise, perform routine maintenance tasks of heavy equipment and machinery in the project and managing the staff who handles the machines and dictate workflows as well as setting priorities.
- Inspecting, testing and adjusting equipment as well as scheduling workers, confirming delivery of equipment and working to achieve project targets.
- Ensure that the workplace is up to federal labor standards and provide any safety training to employees as necessary.
- Prepare and maintain accurate records, files and reports.
- Researches and updates equipment parts list needed for stock.
- Provide alternate solutions to technology manager for equipment distribution issues.
- Follow up on incidents reports by gathering information, contacting people involved and determining corrective action to be taken with the approval of project manager.
- Capable of performing all work duties of dispatchers, equipment techs and transporters as well as supervising the hiring of construction equipment, trucks and motor vehicles.
- Performs other related duties as assigned or needed to support patient transport and equipment services.
- Accounting to help in the operation and tracking of preventative maintenance.
- Supervise hourly technicians.

SAC INSURANCE SURVEYOR (E.A) LTD – Employed and working as the Motor Insurance Surveyor, Loss Assessor, Loss Estimator and Investigator of Insurance claims from 2017 to 2019.

- Inspect, assess and estimate the extent damages of the trucks, motor vehicles and construction equipment claimed by the claimants and to identify items that need repairing and items that need replacement as well as accurately record data from the vehicle including the correct vehicle identification and model details, mileage and modifications.
- Finding the motor spare parts and negotiate its repairing costs to obtain a reasonable price for the repair, replacement and maintenance.
- Obtain authorization from the Repairer and Client/Customer after reaching an agreement on maintenance costs in accordance with the cost provided by the technician, to proceed with repair to a vehicle and confirm the cost of the repair (if appropriate for the workplace).
- Appraising a damaged vehicle and identify and record damage, including impact zone and severity.
- Assess the current market value of vehicle using industry proprietary guides.
- Interrogating the claimants as well as interviewing the witnesses and also report to the upper management of the insurance company.
- Analyze property damages in order to find hints that might be hidden and sometimes to suspend the claims that require further investigation in order to resolve them appropriately.
- Writing the reports, addendums and send them to the Insurance Companies (Insurers) so that they can deal with the claim accordingly.

NATIONAL INSTITUTE OF TRANSPORT (NIT) – Automobiles Technician from 2014 to 2017

- Motor vehicle services, repair and maintenance
- Motor vehicle inspections, Welding and Fabrication of grills and Gear cutting

TIGO TANZANIA – Team Leader and Freelancer from 2013 to 2014

- Product and service
- Sales skills and customer care
- Stock management, financial management, Investment and Entrepreneurship

ZANTEL – Team Leader and Freelancer from 2012 to 2013

- Product and service
- Sales skills and customer care
- Stock management, financial management, Investment and Entrepreneurship

QUALIFICATIONS

- Certificate of Diploma in Automobile Engineering
- Certificate of the Institution of Engineers in Tanzania
- Certificate of Computer Training
- Tigo School Certificate
- Certificate of Secondary Education

SKILLS

- Managing correctly the use of fuels in construction equipment, trucks and motor vehicles by computing and using a tracking system as well to eliminate the misuse of fuels and high fuel consumption to minimize the costs for running the project.
- Computer skills on Microsoft office packages and software applications (Microsoft Office skills on using Microsoft words tracking and commenting to collaborate on reports and Microsoft Office skills on using excel formulas to add conditional formatting to budgeting spreadsheet).
- Complete motor vehicle inspections by obtaining accurate assessment and estimation of motor vehicles for physical damages, missing parts, scratches, dents, prepare detailed report of motor vehicle conditions and taking pictures of visible damage on the vehicle.
- Experience of working under daily changing circumstances and tight deadlines in a fast-moving environment.
- Help the company reduce arbitration vehicles and action liability by completing excellent inspections with a high attention to detail.

- Vehicle managing such that ensuring of all the required documents/supplies, including insurance, motor vehicle logs, first aid kit and necessary spare parts are in the motor vehicle.
- Time to time inspection of driver`s License and ensure that the Licenses are up-to-date and that the motor vehicles are well maintained and serviced on time.
- Highly supervision on maintain good operating condition of all equipment. Advising on inspection of all equipment breakdowns and maintenance immediately.
- Highly supervision of drivers and operators on routing inspections of motor vehicles, trucks and equipment inspection so as to reduce number of damages that can be inevitable.
- Project management skills, Administrative, Organization and Leadership
- Confident decision-making skills
- Teamwork
- Responsibility
- Flexibility
- Organization
- Budgeting
- Sales and Marketing
- Negotiation skills
- Customer service
- Data entry
- Emotional intelligence
- Self-Motivation
- Problem solving
- Good communication skills

HOBBIES AND INTERESTS

- Reading, painting and free hand drawing
- Team sports, Gaming and Swimming
- Cooking
- Travelling
- Volunteerism, participating in the community and public speaking

DECLARATION

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.



REFEREES

REFEREE No. 1

Name: Raymond Thadeus
Work/Position: Chairman of Kings Builders Ltd and
Chairman of Umoja Kilosa JV Company
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REFEREE No. 2

Name: Madhu Sudhan Reddy.
Company: Spek Limited
Work/Position: General Manager
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REFEREE No. 3

Name: Msangi Hakim
Company: Kings Builders Ltd
Work/Position: General Manager
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REFEREE No. 4

Name: Shaidu Rutakolezibwa
Company: Namis Corporate Ltd
Work/Position: Head of Electrical Department
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