

## CURRICULUM VITAE

### I. PERSONAL PARTICULARS

**First name:** Ericky

**Surname:** Mweta

**Gender:** Male

**Date of birth:**27/7/1998

**Marital status:** Single

**Nationality:** Tanzanian

**Contact adress:**0620188652

**E-mail address:**erickymweta@gmail.com

### II. ACADEMIC QUALIFICATIONS

INSTITUTION	YEAR	KNOWLEDGE	AWARD
NATIONAL INSTITUTE OF TRANSPORT	2019– 2022	Bachelor’s degree In Logistics and Transportation Management	Certificate of bachelor’s degree in Logistics and Transportation Management.
MBEZI BEACH HIGH SCHOOL	2017– 2019	Advance level studies	Advanced certificate of secondary education
MAKONGO SECODARY SCHOOL	2013– 2016	Ordinary level studies	Certificate of secondary education
MAJIMATITU PRIMARY SCHOOL	2006 – 2012	Primary level studies	Certificate of primary school

**OTHER CERTIFICATE.**

YEAR	SHORTCOURSE	INSTITUTE
28/05/2022- 05/06/2022	QUICK BOOKS SYSTEM	NATIONAL INSTITUTE OF TRANSPORT(NIT)
28/05/2022- 05/06/2022	TALLY ERP9.	NATIONAL INSTITUTE OF TRANSPORT(NIT)
18/07/2022- 26/07/2022	TRANSPORT OFFICER	NATIONAL INSTITUTE OF TRANSPORT(NIT).

**III. LANGUAGE**

Fluent in English and Swahili languages in term of writing, reading and speaking.

YEAR	INSTITUTION	WORK DETAIL
July 2020- Sept 2020	TANESCO HEADQUARTERS OF KINONDONI	Logistics And Transport Officer (Field practical training)
August 2021October,2021	TANZANIA CIVIL AVIATION AUTHORITY (TCAA).	Assistant Transport Officer (field practical training )

#### IV. **WORKING EXPERIENCE**

1 YEAR .	SONGAS LIMITED	Transportation and Logistics Officer.
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#### V. **RESPONSIBILITIES/DUTIES.**

- Fleet Management control
- Performing Scheduling preparation
- Performing Inventory control
- To learn procurement cycle
- To learn how application of different laws and regulation at work
- To preparing annual procurement plan
- Conducting stock taking
- To prepare local purchasing order (LPO) under EPCA system
- To prepare requisition document, inspection form, ledger book, issue voucher and store management activities.

#### **SKILLS** VI.

- Management skills and planning
- computer skills including Microsoft excel and Microsoft word
- Adaptability skills
- Good interpersonal skills
- Communication skills
- **Logistics Management**
- **Procurement**
- **Warehouse Operations**
- **Operations Management**
- **Materials Management**
- **Inventory Management**
- **Purchasing**

## VII. INTERESTS .

Creative writing, Watching Football and internet surfing, helping others and listen radio for news and entertainment
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## VIII REFEREES

- SAID S. MBAYA  
Supply Chain Officer at SONGAS LTD  
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Mobile +255719868476
- RAMADHANI H. KEYA  
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