

ZUHURA RAMADHANI CURRICULUM VITAE

PERSONAL DETAILS AND CONTACTS:

FIRST NAME : ZUHURA
MIDDLE NAME : RAMADHANI
LAST NAME : KISOMBOLA
GENDER : FEMALE
ADDRESS : ILALA, DAR ES SALAAM
MOBILE PHONE NO: +255678284984
Email : zuhraramadhan97@gmail.com
BIRTHDATE : 17th November 1997
MARITAL STATUS: SINGLE
NATIONALITY : TANZANIAN
LANGUAGE : ENGLISH, SWAHILI FLUENTLY

PERSONAL PROFILE:

I am dynamic and truthfully person, confident, adaptive to new learning and task fulfilling oriented.

I hold strong decision making skills and have the ability to prioritize and plan effectively exceptional business goals.

I am able and willing to work in all weather.

I possess high personal integrity, able to tolerate and build trust.

I am a team worked personal, excellent in customer care and communication skills

ACADEMIC BACKGROUND:

2017-2019 : COLLEGE OF BUSINESS EDUCATION (CBE)

Award : Ordinary Diploma in procurement and supplies management

2015-2016: COLLEGE OF BUSINESS EDUCATION (CBE)

Award : Basic Certificate in Procurement and Supplies Management

2011-2014: MAGOZA SECONDARY SCHOOL

Award : Certificate of secondary school

2004-2010: SEGEREA PRIMARY SCHOOL

Award : primary school

WORKING BACKGROUND HISTORY AND TRAININGS.

1) FIELD PRACTICAL TRAINING

Date: 16th May 2017- 1st October 2017

Place Work: National Social Security Fund (NSSF) Headquarter

DUTIES:

- ✚ Issued goods to other departments
- ✚ Received goods from suppliers
- ✚ Inspection of goods received
- ✚ prepared various documents through computer
- ✚ Participated in tender opening meetings
- ✚ Evaluation of price submitted by suppliers
- ✚ Prepared Tender Documents
- ✚ Prepared Contract Documents

RECENTLY PROFESSIONAL TRAININGS:

1) ISO INTEGRATED MANAGEMENT SYSTEM IMPLEMENTER TRAINING

Date: 21st June-2022 to 24th June-2022

Place: RADDY FIBER MANUFACTURING TANZANIA LTD.

2) ISO INTEGRATED MANAGEMENT SYSTEM INTERNAL AUDITOR TRAINING

Date: 13th September-2022 to 17th September-2022

Place: RADDY FIBER MANUFACTURING TANZANIA LTD.

WORKING EXPERIENCE

DATE: DECEMBER 2021- UP TO DATE

PLACE OF WORK: RADDY FIBER MANUFACTURING TANZANIA LIMITED

POSITION: PROCUREMENT OFFICER

DUTIES:

- ✓ Prepared procurement of goods and services.
- ✓ Prepared monthly and annual reports.
- ✓ Maintain registry for procurement and stores activities.
- ✓ Perform stock taking and valuations.
- ✓ Performed Inspection for the received goods including raw materials.
- ✓ Maintain good communication with suppliers of raw materials and other goods.
- ✓ Processes import declaration procedures for raw materials.
- ✓ Negotiations with suppliers.
- ✓ Keep registry of suppliers we have.

DATE: NOVEMBER 2020 - NOVEMBER 2021

PLACE OF WORK: GOLDEN ROCK GROUP LTD

POSITION: PROCUREMENT OFFICER/LOGISTICS OFFICER

DUTIES:

- ✓ Prepared procurement of goods and services
- ✓ Prepared Cost analysis for export and import goods
- ✓ Prepared monthly and annual reports
- ✓ Truck fuel reconciliation
- ✓ Prepared transportation of goods
- ✓ Maintain registry for procurement and transportation activities

DATE: JULY 2019 - JULY 2020.

PLACE: DOUGH WORKS LIMITED.

POSITION: PROCUREMENT OFFICER

DUTIES:

- ✓ Performed stock taking and valuation
- ✓ Procurement of goods for Organization
- ✓ Prepared monthly and annual reports
- ✓ Performed Inspection for the received goods
- ✓ Maintain registry for documents

HOBBIES AND INTERESTS

- Watching Movies and Listening music
- Worship
- Cooking

REFEREES:**1) ATWAI JUMANNE**

FIBER PROJECT MANAGER
EGYPRO EAST AFRICA LTD
PHONE NO: 0655834634

2) ABDI S. KAGOMBA

JUDGE AT THE HIGH
COURT OF TANZANIA
PHONE NO: 0756886868.

3) ZARIA MBUYA

BUSINESS ENTREPRENEUR AT DAR ES SALAAM
PHONE NO: 0785108076.

4) HUSNA HABIBU

HUMAN RESOURCE MANAGER
RADDYFIBER SOLUTION
EMAIL: husna.habibu@raddyfiber.co.tz
PHONE NO: 0710480531

Declaration:

I the undersigned, declare to the best of my knowledge that, the information provided above are correctly describing me, my qualifications, and my working experience.



BY: ZUHURA RAMADHANI KISOMBOLA.