

CIRRICULUM VITAE

PERSONAL DETAILS

Surname: Salim
First Name: Boniface
Other Names: Wallace
Date of Birth: 09th November 1987
Sex: Male
Marital Status: Married
Nationality: Tanzanian
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PROFESSIONAL SUMMARY

Experienced and highly motivated Operation Manager, with proven record of success in leading cross functional teams and ensuring operations objectives are accomplished, I am adept at analyzing operational data and developing strategies to improve processes and increase efficiency

Versatile Project Coordinator known for successfully executing diverse project tasks to accomplish pending deadlines. Enthusiastic problem solver and talented performer with superior communication, planning and decision-making skills.

Detail-oriented Accounting Assistant offering number of years of experience in accounting roles. Skilled in account reconciliation, report drafting and collections. Industrious and meticulous with strong history of integrity and reliability.

SKILLS

- Business analysis
- Stakeholder relations
- Project management
- Invoicing and collections
- Budgets and forecasting
- Accounts payable and receivable
- Month-end reports
- MS Office (Word, Excel, PPT)

WORK HISTORY

November 2022 – Now

Operations Manager

Cons International Logistics
Company Ltd - Dar Es Salaam

- Planning and monitoring of the Logistics operation with the day to day operation by overseeing movements of the Goods personnel and resources
- Development of Company strategies and Processes to ensure efficient of logistics operations
- Staffs and resources supervision by providing guidance, setting performance goals and monitoring staffs performance
- Management of Company Budgets by tracking the expenses and monitoring costs to ensure that the company's operations remain within the budget

- Quality monitoring of the logistics by ensuring goods and containers are delivered on time and in good condition and efficiently utilization of resources
- Ensuring safe and efficient transportation of Goods and Containers by maintaining vehicle performance in compliance with government and safety regulations
- Plan and manage logistics programs to improve efficiency and cost effectiveness
- Scheduling vehicle maintenance, fuel consumption monitoring and all paper works completion
- Maintaining accurate logbooks and records of all trips including fuel consumption mileage and other pertinent information
- Reporting and repair of the Vehicle defects and safety issues with management
- Communication with customers and other stakeholders

January 2021 –Dec 2021

Assistant Manager (Equipment Transport and Logistic)

BGP International Ltd - Dar Es Salaam

- Analyze vehicle status and cost upkeep, provide recommendations on vehicle disposal and replacement
- Promote and spearhead safety driving for motor vehicles and other equipment's in the organization
- Strengthen standardization and enforcement of fleet management procedures, guidelines and processes
- Maintain a system of asset management in line with company guidelines. Ensure all assets are well recorded, maintained and safe guarded at all times
- Provide support to branch administrators, fleet, logistics and other staff to accomplish tasks as per procedures and protocol.
- Boost and coordinate drivers' defensive driving training for drivers to ensure drivers safety on the road
- Creating a plan for the movement of materials, heavy equipment, and light trucks; workforce and parts supply in compliance with the project requirements.

Jan 2019- Dec 2019

Project Coordinator (Finance and Administration)

Sincro Sitewatch Ltd - Dar Es Salaam, Dar Es Salaam

- Tracked all hours and expenses to keep project on task and within budgetary parameters.
- Organizing and managing Project schedules and calendars for staff, managers, and senior-level officers
- Transitioned projects from estimation and pre-construction phase to well-defined project execution plan.
- Conferring with accounting department to help make payments, process incoming invoices, and verify receipts

- Maintained project schedules by managing timelines and making proactive adjustments.
- Kept projects on schedule by managing deadlines and adjusting workflows as needed.
- Participated in development meetings for high-value customers and business operations updates.

Apr 2014- Dec 2018

Assistant Accountant (Finance and Administration)

Sincro Sitewatch Ltd - Dar Es Salaam, Dar Es Salaam

- Communicated with suppliers to reconcile invoice payments.
- Monitored status of accounts receivable and payable to facilitate efficient processing.
- Balanced reports to submit for approval and verification.
- Completed daily accounting tasks including tracking funds, preparing deposits and reconciling accounts.
- Validated project and employment information and completed manual adjustments to financial data.
- Enhanced budget administration by reviewing Project cost and Expenditure reports, leveraging knowledge to strengthen controls and improve transparency.
- Monthly Reconciliation of Vehicle and Site Fuel.
- Costing and preparation of Customer BOQ
- Preparation of the Payroll Monthly
- Preparation and Completion of Tender Document
- Maintained accurate and complete documentation for all financial department procedures.
- Preparation, checking and Payment for Tax returns to TRA
- Preparation of the Payments and documentations

EDUCATION

2010 - 2013

BBA: Business Administration

College of Business Education | Dodoma

2008- 2010

DBA: Diploma in Business Administration

College of Business Education | Dodoma

2006- 2008

Advance Level Education: ACSEE

Songea Boys High School | Songea, Ruvuma.

2002- 2005

Ordinary Level Education: CSEE

Ruvuma Day Secondary School | Songea, Ruvuma.

ACCOMPLISHMENTS

- Monitored and assessed issues that arose with clients, ensuring immediate resolution which promoted stronger relationships and resulted in more lucrative projects.

REFEREES

Genofeva Lyafwila
Managing Director
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