

CURRICULUM VITAE

1. PERSONAL INFORMATION

FULL NAME: OTHMAN KHAMIS KOMBO

DATE OF BIRTH: 16/11/1993

AGE: 30 YEARS

GENDER: MALE

MARTAL STUTUS: MARRIED

NATIONALITY: TANZANIA

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2. EDUCATION BACKGRAOUND.

2017 TO 2020 Bachelor degree in procurement and logistics management AT TANZANIA INSTITUTE OF ACCOUNTANCY [T.I.A]

UPPER SECOND CLASS DEGREE

RELEVANT MODULES:

- Procurement principles 80%
- Stores management and control 90%
- Transportation and distribution management 80%
- Freight forwarding 80%
- Public procurement 95%

- International procurement 90%
- Procurement negotiation skills 95%
- Electronic procurement 85%
- Procurement and supplies audit 95%
- Warehouse management 75%

2015 TO 2017 NTA LEVEL6 DIPLOMA IN PROCUREMENT AND LOGISTICS MANAGEMENT AT TANZANIA INSTITUTE OF ACCOUNTANCY [T.I.A]

UPPER SECOND CLASS

RELEVENT MODULES

- Inventory control 70%
- Commercial knowledge 75%
- Introduction to logistics management 80%
- Introduction to international procurement 85%
- Mathematics and statistics 50%

2014 TO 2015 NTA LEVEL 4 BASIC CERTIFICATE IN PROCUREMENT AND LOGISTICS MANAGEMENT AT TANZANIA INSTITUTE OF ACCOUNTANCY

DESTINATION GRADE ACHIEVED

RELEVANT MODULES

- Computer application 80%

- Mathematics 50%
- Basic store keeping 95%
- Customer care and ethics 90%
- Communication skills 85%

2008 TO 2011 WINGWI SECONDARY SCHOOL

CSE OF GRADE C*-D

3. PROFESSIONAL QUALIFICATION

PROCUREMENT AND SUPPLIES PROFESSIONALS AND
TECHNICIANS BOARD [PSPTB]

CERTIFICATE OF REGISTRATION AS **PROCUREMENT AND
SUPPLIES FULL TECHNICIAN.**

REG. NO.FT00-01263

4. EMPLOYMENT

**2020 TO 2021 MARKETING OFFICER AT REJAA REAL ESTATE
COMPANY LIMITED.**

DUTIES AND RESPONSIBILITIES

- Overseeing the progress of advertisement and sales activities
- Maintain contract with client by sending them newsletters and updates.
- Cooperating with current business partners on potential projects.
- Negotiate and market wide variety of property
- To prepare legal documents to ensure they reflect sales conditions and terms of payment.

SKILLS

- Considerable knowledge of economics and market as well as the social and economic facilities and services required by commerce.
- Considerable knowledge of sales and marketing techniques.
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2021 to 20223 SALES OFFICER AT PROPERTY INTERNATIONAL LIMITED [PIL]

DUTIES AND RESPONSIBILITIES

- Interview client to determine what kinds of needs they are seeking.
- Arrange meetings between buyer and sellers when details of transactions need to be negotiated.

- Arrange sellers on how to make homes more appealing to potential buyers.
- Must be able to present purchase offers to sellers for consideration.

SKILLS

- Communication skills
- Social media and digital marketing
- Creativity
- Problem solving skills

6 MONTHS 2023 SALES AT REALTY REAL ESTATE AGENCY IN TANZANIA

DUTIES AND RESPONSIBILITIES

- Follow up with leads to increase sales
- Visit property with client
- Negotiate offers
- Property valuation
- Host open houses
- Presenting purchase offers to buyers

Take digital photographs of property.

SKILLS

- Relationship building
- Communication skills
- Active listening
- Problem solving

FEBRUARY TO APRIL 2024 PROCUREMENT OFFICER AND ASSISTANT STORE KEEPER AT AFRISIAN GINNING LTD

DUTIES AND RESPONSIBILITIES

- Procurement of seed cotton, yellow gram, rice, green gram
- Track orders and ensure timely delivery
- Review quality of purchased products
- Perform inventory inspection and reordering deals
- Conducting market research
- Overseeing the activities of department that deals with purchasing and sourcing

SKILLS

- Opportunity to work with expert on various projects
- Sales management and planning
- Public relation and management
- One year purchasing and store keeping executive
- Excellent negotiation skills

LANGUAGE

- English language professional level
- Swahili language expert

5. REFEREES

RABII NASSORO MWAMBA

Transport officer II

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