

CURRICULUM VITAE

Personal Particulars

First Name: **Beatrice**
Middle Name: **John**
Surname: **Kajia**
Sex: **Female**
Date of birth: **05TH April, 1995.**
Marital Status: **Single**
Nationality: **Tanzanian.**
Cell-Phone number: **+255 679 627 531**
+255 692 690 829.
E-mail address: **jbeatrice778@gmail.com**
Language: **English & Swahili**

Key Objective

I am currently seeking a good position which offers challenges that my education and experience have prepared me to handle, one which will add to my skills.

Academic Qualifications

Institution	Duration	Knowledge	Award
INSTITUTE OF ACCOUNTANCY ARUSHA	2018-2021	Bachelor Degree of Procurement and Logistics Management	Certificate of Bachelor Degree of Procurement and Logistics Management
INSTITUTE OF ACCOUNTANCY ARUSHA	2016-2018	Ordinary Diploma In Procurement and Logistics Management	Certificate of Diploma in Procurement and Logistics Management

GOOD SHEPHERD HIGH SCHOOL	2013-2015	Advanced Level Studies	Certificate of Advanced Secondary Education
WINNING SPIRIT SECONDARY SCHOOL	2008-2011	Ordinary level studies	Certificate Of Secondary Education Examination

Working experience

Year	Working duration	Working place	Task performed
2022	4 Month) (June to October) as Customer Service & Sale representative	Tigo Shop Arusha-Kisongo	<ul style="list-style-type: none"> • Establish new customer accounts and record account information, like phone numbers or addresses, on your digital platform • Listen to customer complaints and try to identify the cause of their problem to your best ability • Identify the appropriate response and strategy to solve customer issues as quickly as possible • Relegate unique customer cases to supervisors or the appropriate department and provide context when necessary • Be able to manage large amounts of phone calls, chats, emails, and other communication channels • Assist customers on placement of orders, refunds, or exchanges • Ensure customer satisfaction and maintain professional customer support • Place the customer at the center of the customer service experience

2020	8 Weeks (July to August) as Procurement Officer	Monduli District- Arusha Region	<ul style="list-style-type: none"> • To Post the items in the store ledgers • To inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping • To Prepare tender advert for the Extension of water project from Engaruka village to Elusimiluu village. • Preparation of Annual procurement plan (for the financial year 2020/2021) • Preparation of creditor register. • To prepare stock taking report which was already done around Monduli District • Prepare Local purchases order for procurement of Fuel for water department • To inspect items from supplier to ensure that items received are delivered as required according to the condition required
2017	8 weeks (August to October) as Procurement officer officer	Monduli District- Arusha Region	<ul style="list-style-type: none"> • Reconcile or resolve order discrepancies with supplies • Review inventory and update as required. • Keep Daily Records • Initiate and Keep Track of orders • Monitor delivery times to ensure they are on time

Skills

- Much knowledge and practices in the field of Computer literate
 - ✓ MS Office packages (excel Power point, and word.).
 - ✓ Computer troubleshooting and maintenance
- Strong interpersonal and communication skills.
- Fast learning and easy to cope with environment
- Ability to organize workload, adapt quickly to change, and deliver under the pressure of deadlines.
- Independent self-starter with attention to detail
- Ability to work under pressure

Hobbies/Interest

- Travelling
- Watching different television programs

Referees

1. Mr David Yesaya Mwamlenga

Procurement Officer
MONDULI DISTRICT
P.O. Box 01
Monduli
Mobile: +255 713 883 501
E-mail; devdady@yahoo.com

2. Mr Isaria Kisoli

Lecturer
Epiroc Tanzania Ltd
P O BOX 2798, Arusha
+255 713 411 699
E-mail-ipkisoli@yahoo.com

3. Mr Anold Donald

Finance Manager
Best One Ltd
P O BOX 35782, Dar es Salaam
Mobile + 255 78377172
Email: donaldanold@live.com

NTA LEVEL 6

SN: DIP18-0294

INSTITUTE OF ACCOUNTANCY ARUSHA



NATIONAL TECHNICAL AWARDS (NTA)

This is to certify that

Beatrice John Kajia

Reg. No. ODPLM/o815/T.2016
having fulfilled all requirements for NTA Level 6
has been awarded the

*Ordinary Diploma in Procurement and
Logistics Management*

Second Class Upper

at a congregation held on the
7th day of December in the year 2018

CHAIRPERSON OF THE
GOVERNING COUNCIL



RECTOR



**THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA**

P. O. Box 2798, ARUSHA, TANZANIA
Telephone: +255 27 2501416 / 2549605 / 2549606
Website: www.iaa.ac.tz



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**NATIONAL TECHNICAL AWARD (NTA)
ACADEMIC TRANSCRIPT**

AWARD HOLDER	BIRTH DATE	SEX	REGISTRATION NO.	DATE OF ENTRY
KAJIA, Beatrice John	05.04.1995	Female	ODPLM/0815/T.2016	October, 2016
PROGRAMME FOLLOWED (Accredited by the National Council for Technical Education)	Ordinary Diploma in Procurement and Logistics Management			DATE OF COMPLETION
NTA LEVEL AWARDED : NTA Level 6				December, 2018

YEAR 1			YEAR 2		
SEMESTER I MODULES	CREDITS	GRADE	SEMESTER I MODULES	CREDITS	GRADE
1. APT 05104 Principles of Book keeping and Accounts	15	C	1. BMD 06107 Public Procurement	13	B+
2. BMT 05103 Purchasing Principles and Practice	13	B	2. BMD 06108 Transport Operations	13	B
3. BMT 05104 Stores and Stock Control	13	C	3. BMD 06112 Principles of Warehousing	13	B
4. BMT 05106 Introduction to Business Management	10	B	4. GSD 06132 Commercial Law	12	A
5. ITT 05103 Introduction to Information and Communication Technology	10	B	5. AFD 06102 Fundamentals of Financial Accounting	15	B
6. GST 05101 Introduction to Business Mathematics and Statistics	10	C	6. ITD 06103 Fundamentals of Computer Applications	10	A
SEMESTER I GPA: 2.4			SEMESTER I GPA: 3.7		
SEMESTER II MODULES	CREDITS	GRADE	SEMESTER II MODULES	CREDITS	GRADE
1. APT 05206 Fundamentals of Cost Accounting	11	C	1. AFD 06210 Principles of Economics	12	B+
2. BMT 05205 Introduction to Logistics Operations	13	B	2. BMD 06236 Introduction to Principles of Management	12	A
3. BMT 05206 Elements of Public Procurement	15	C	3. BMD 06210 Presentation Skills	12	A
4. BMT 05207 Supervisory Skills	12	B	4. BMD 06213 Clearing and Forwarding	13	B+
5. GST 05204 Communication Skills and Office Practice	10	B	5. BMD 06211 Principles of Entrepreneurship	10	B+
6. GST 05211 Industrial Training	20	B			
SEMESTER II GPA: 2.6			SEMESTER II GPA: 4.4		
NTA LEVEL 5 CUMMULATIVE GPA: 2.5			NTA LEVEL 6 CUMMULATIVE GPA: 4.0		

Key to grading for NTA Level 6:

A	4	80 - 100	Excellent
B	3	65 - 79	Good
C	2	50 - 64	Satisfactory
D	1	40 - 49	Poor
F	0	0 - 39	Failure

Key to grading for NTA Level 5:

A	5	75 - 100	Excellent
B+	4	65 - 74	Very Good
B	3	55 - 64	Good
C	2	45 - 54	Satisfactory
D	1	35 - 44	Poor
F	0	0 - 34	Failure

DIRECTOR OF UNDERGRADUATE STUDIES
INSTITUTE OF ACCOUNTANCY ARUSHA
P. O. BOX 2798, ARUSHA, TANZANIA
TEL: +255 27 2549421 FAX: 2549421

NTA LEVEL 6 GPA: 4.0
CLASS OF AWARD: **SECOND, UPPER DIVISION**

[Signature]
DIRECTOR OF UNDERGRADUATE STUDIES

Key to award classification

4.4 - 5.0	1 st Class
3.5 - 4.3	2 nd Class, Upper
2.7 - 3.4	2 nd Class, Lower
2.0 - 2.6	Pass



UGANDA NATIONAL EXAMINATIONS BOARD

OUR REFERENCE: *EA/GEN/41*

YOUR REFERENCE:

13 June 2016

P.O. Box 7066,

Ntinda

Tel: 0414 286635/6/7/8,

Fax: 0414 289397

Kyambogo Tel: 0312 260753, 0414 289399, 286173,

Fax: 0312 260752

E-mail: uneb@africaonline.co.ug, uneb@uneb.ac.ug

Website: www.uneb.ac.ug

KAMPALA, Uganda.

The Executive Secretary
National Examinations Council of Tanzania
P O Box 2624
DAR-ES-SALAAM
Email: esnecta@necta.go.tz

RE: BEATRICE JOHN KAJIA - U2268/561 UACE 2015

We certify that the above named candidate sat for Uganda Advanced Certificate of Education in 2015 at Good Shepherd HS Nansana, using the above index number and obtained the following grades:

General Paper	Subsidiary Pass	6
History	Principal Pass	C(4,3)
Geography	Subsidiary Pass	O(9,6,9)
Kiswahili	Principal Pass	A(3,2,2)
Subsidiary Computer	Subsidiary Pass	6
Grade Aggregate: UACE	Result: 5	

The Uganda Advanced Certificate of Education is an equivalent of A level of the University of Cambridge. It is graded on a seven point scale: A, B, C, D, E, O and F: A, being the highest pass and E, the lowest pass at principal level, O being a subsidiary pass and F, failure, X is absent.

Result 5 indicates that the candidate qualifies for an award of UACE certificate.

We wish to state that the Board is not responsible for the identity of the candidate.

Peter H Anywar

For: **EXECUTIVE SECRETARY**

The National Examinations Council of Tanzania



Certificate of Secondary Education

This is to certify that **BEATRICE JOHN KAJIA**

Index No. **S4014-0003**

sat for the Certificate of Secondary Education Examination

at **WINNING SPIRIT SECONDARY SCHOOL**

in **OCTOBER 2011**

and qualified for the award of a

CERTIFICATE OF SECONDARY EDUCATION

in Division **FOUR**

after attaining the following performance:-

Subject	Grade
CIVICS	C (PASS)
HISTORY	F (FAIL)
GEOGRAPHY	D (PASS)
KISWAHILI	C (PASS)
ENGLISH LANGUAGE	D (PASS)
CHEMISTRY	D (PASS)
BIOLOGY	D (PASS)
BASIC MATHEMATICS	F (FAIL)

Chairperson

Executive Secretary

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CS11 0104410



THE UNITED REPUBLIC OF TANZANIA

CERTIFICATE OF BIRTH

BB/N_o. 1446308

No of entry	Where born	Name if any	Sex	Name and Surname of father	Father's occupation and residence	Father's Nationality	Name and maiden name of mother	Mother's occupation and residence	Mother's Nationality	Signature, description and residence of informant	Date of birth	Date of registration	Signature of registering officer	Baptismal name if added or altered after registration of birth
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
L. 548/2012	DISTRICT HOSPITAL MONDULI	BEATRICE	FEMALE	ISSA JOHN KAJIA	BUSINESSMAN	TANZANIA	NIBIWE EZEKIEL SENKORO	TEACHER MAZOEZI PRIMARY SCHOOL	TANZANIA	AS PER APPLICATION IN WRITING DATED 11TH SEPTEMBER, 2012 AND SCD. BY: ISSA JOHN KAJIA FATHER OF THE CHILD	FIFTH APRIL, 1995	TWELVETH SEPTEMBER, 2012	G. W. MJEMA	

Certified under the Births and Deaths Registration Ordinance (Cap. 108 of the Laws), to be a true copy of an entry in the register in my custody of Births for the District of **MONDULI** in Tanzania.

Fee Paid Shs. 2,000/=

Dated this 12TH day of

SEPTEMBER

2012

District Registrar of Births and Deaths
Monduli / Monduli DISTRICT REGISTRAR

MPP-DSM

THE UNITED REPUBLIC OF TANZANIA INSTITUTE OF ACCOUNTANCY ARUSHA

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NATIONAL TECHNICAL AWARD (NTA) ACADEMIC TRANSCRIPT

AWARD HOLDER	BIRTH DATE	SEX	REGISTRATION NO.	DATE OF ENTRY
KAJIA, Beatrice John	05.04.1995	Female	BPLM/0031/2018	October, 2018
PROGRAMME FOLLOWED (Accredited by the National Council for Technical Education)			DATE OF COMPLETION	
Degree of Bachelor of Procurement and Logistics Management			December, 2021	
NTA LEVEL AWARDED: NTA Level 8				
SPONSOR: PRIVATE				

YEAR 1				YEAR 2				YEAR 3			
SEMESTER I MODULES		CREDITS	GRADE	SEMESTER III MODULES		CREDITS	GRADE	SEMESTER I MODULES		CREDITS	GRADE
1. BMU 07111 Physical Distribution Management	12	B		1. BMU 07315 Principles of Public Procurement	12	B+		1. BMU 08118 Procurement Contracts Management	14	B+	
2. BMU 07112 Procurement Management	13	B		2. BMU 07316 Supply Chain Management	12	A		2. BMU 08119 International Logistics	14	B+	
3. BMU 07113 Inventory Management	12	A		3. AFU 07306 Principles of Cost Accounting	15	C		3. BMU 08120 Transport Management	14	A	
4. ITU 07104 Business Computer Applications	10	A		4. BMU 07323 Fundamentals of Marketing	10	B		4. BMU 08142 Organizational Behavior	14	B+	
5. GSU 07102 Business Mathematics	10	C		5. ITU 07316 Management Information Systems	10	B					
6. GSU 07105 Business Communication	8	A		6. GSU 07315 Research Methodology	10	B+					
SEMESTER I GPA: 3.7				SEMESTER III GPA: 3.5				SEMESTER I GPA: 4.2			
SEMESTER II MODULES		CREDITS	GRADE	SEMESTER IV MODULES		CREDITS	GRADE	SEMESTER II MODULES		CREDITS	GRADE
1. AFU 07218 Economics	13	B		1. BMU 07417 Procurement of ICT Equipment	12	B+		1. BMU 08221 Strategic Procurement Management	14	C	
2. AFU 07229 Basic Corporate Finance	10	A		2. BMU 07419 Entrepreneurship	12	A		2. BMU 08222 Strategic Logistics Management	14	B+	
3. BMU 07214 Warehouse Management	12	A		3. BMU 07424 Business Ethics and Governance	10	A		3. BMU 08223 Procurement and Supplies Auditing	14	B	
4. BMU 07238 Public Administration	10	B+		4. GSU 07414 Operations Research	13	A		4. BMU 08224 International Procurement	10	A	
5. GSU 07233 Business Laws	10	B+		5. GSU 07411 Practical Training	20	A		5. BMU 08225 Production and Operations Management	14	B+	
6. GSU 07204 Development Perspectives	10	B+									
7. GSU 07207 Business Statistics	10	C									
SEMESTER II GPA: 3.8				SEMESTER IV GPA: 4.9				SEMESTER II GPA: 3.5			
YEAR GPA: 3.8				YEAR GPA: 4.2				YEAR GPA: 3.8			

Key to grading for NTA Level 7 and 8			
A	5	70 - 100	Excellent
B+	4	60 - 69	Very Good
B	3	50 - 59	Good
C	2	40 - 49	Satisfactory
D	1	35 - 39	Poor
F	0	0 - 34	Failure

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P.O. BOX 2798, ARUSHA, TANZANIA
TEL: 254 9264, FAX: 254 9421

CUMULATIVE GPA: 3.9

CLASS OF AWARD: **SECOND, UPPER DIVISION**

Key to award classification:

4.4 - 5.0	1 st Class
3.5 - 4.3	2 nd Class, Upper
2.7 - 3.4	2 nd Class, Lower
2.0 - 2.6	Pass

DIRECTOR OF UNDERGRADUATE STUDIES



INSTITUTE OF ACCOUNTANCY ARUSHA

NATIONAL TECHNICAL AWARDS (NTA)

This is to certify that

Beatrice John Kajia

*Reg. No. BPLM/0031/2018
having fulfilled all requirements for NTA Level 8
has been awarded the*

*Degree of Bachelor of Procurement and
Logistics Management*

Upper Second Class

*at a congregation held on the
10th day of December in the year 2021*

CHAIRPERSON OF THE
GOVERNING COUNCIL



RECTOR

