

# MANASE JASSON

Procurement Officer,

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Dar Es Salaam, TZ

## SUMMARY

A well-qualified, intelligent and motivated with good administrative secretarial, office management, bookkeeping, staff supervising, interpersonal and communication skills, committed to integrity, accuracy, ability to learn, tactfulness, dynamic. Able to handle multiple tasks and meet deadlines. Effective in self-managed assignments and as a team member. Ability to adapt quickly to challenges and changing environments. Enthusiastic and willing to take responsibility.

## EXPERIENCE

2020 - 2022

Dar Es Salaam & Mtwara, TZ

### Procurement and Logistics Officer

#### AKROS LIMITED

Oversee purchasing activities and ensure that purchased items are both cost-efficient and of high quality. Responsibilities including supervising staff, maintaining positive clients and supplier relations, evaluating clients options, approving purchases, and maintaining accurate records.

- Oversee payment preparation and documentation and liaise closely with the finance team concerning payment of purchased and delivered goods and services.
- Responsible for Purchasing goods and/or services that are needed to maintain the smooth functioning of day to day operations.
- Supervises aspects of logistics within a supply chain.
- Plan and organize the movement and storage of goods from sourcing to warehouse and warehouse to port Monitor procurement, shipping and receiving of materials.

2018 - 2020

Dar Es Salaam & Mtwara, TZ

### Procurement and Logistics Officer

#### HAWTE INVESTMENTS LIMITED

Coordinate and monitor the delivery of ordered goods and services and ensure through established procedures that all received goods/services are in accordance with the terms and specifications of the Purchase Order /Service Level Agreement.

- Sourcing materials, goods, products, and services and negotiating the best or most cost-effective contracts and deals.
- Supervises all aspects of logistics within a supply chain. Plan and organize the movement and storage of goods from sourcing to warehouse and warehouse to port.
- Ensure quality and opportune delivery of purchased goods/services.

2016

Dar Es Salaam, TZ

### Compliance Officer

#### NATIONAL SOCIAL SECURITY FUND (NSSF)

NSSF is a provident Fund that covers all employees in the private sector that are not covered by the government's pension scheme.

- Registration of new employers record and employers detail in employers directory system
- Registration of members for health benefits, Editing and verification of members detail in TAZPAD
- Identification of members registration in the system and Clearing suspense account and update reference number
- Survey inspection and collection of suspenses, Assesment of arrears and statutory contributions.
- Provide seminar and registration of new members

2014

Ngara, Kagera TZ


### Procurement and Supplies Officer

#### NGARA DISTRICT COUNCIL


The local governing body of the administrative district of Ngara.

- Storing of materials which involve ;Stock tacking and stock checking,
- Preparation of quotation,payment voucher and Posting of goods received note (GRN)
- Doing the work of internal control and Posting impress
- Fixed Asset verification, Monthly end stock count, accounts payable process and Payment process
- Receive and Inspection of material


STRENGTHS

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**Strong negotiation skills**

Capable to expand the pie—create value—so the organization got more benefits from the agreements that we enter with suppliers.
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**Ability to adapt to change**

Change is inevitable that the world is constantly evolving, more adaptable I become, the better I'm able to handle adversity. It lead to a mind-set of resilience and endurance for the trial and error needed to get to better solutions.
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**Strategic thinking**

Capable to set clear goals, plans, and new ideas required to survive and thrive in a competitive, changing environment. Speaking of economic realities, market forces, and available resources.
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**Leadership**

Able create an atmosphere of trust and respect, which in turn fosters creativity and collaboration.

EDUCATION

- 2015 - 2018**  
Dar Es Salaam, TZ

  - Bachelor Degree in Procurement and Supply  
**College of Business Education (C.B.E)**
- 2013 - 2015**  
Mwanza, TZ

  - Diploma in Procurement and Supply  
**College of Business Education (C.B.E)**

LANGUAGES

Swahili Native  English Advanced   
Kirundi & Kinyarwanda Advanced 

SKILLS

Inventory Management	Purchasing	Contract Management	Vendor Negotiation	Team Leadership
Management	Microsoft Office	Business/Logistics Systems	Procurement	Supply Chain Management

REFERENCES

- John Joseph**  
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