

JOHNSON SPERATUS,

P.O.BOX 2789,

ARUSHA,

15/08/2024.

**APPLICATION FOR STORE SUPERVISOR AT DANVAST CAREER SEARCH**

Dear Hiring Managers

Refer the heading above, please accept my enclosed application for the Store supervisor vacancy at. DANVAST CAREER SEARCH.I have red job description posted on website and am excited to apply for this role as I believe the combination of my previous experiences, relevant skills, and abilities make me a perfect candidate for this vacancy.

Enclosed, please review my attached resume and am looking forward to contacting with you for further next step In your recruiting process, Thank you for your time and consideration of my candidacy.

Yours sincerely

JOHNSON SPERATUS

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0752838370

**JOHNSON SPERATUS**  
**P.O. BOX 2798**  
**ARUSHA – TANZANIA**  
**Email: speratusjohnson@gmail.com**  
**Tel 0752838470/ 0620838326**

**(A) PROFESSIONAL SUMMARY:**

**1) PROCUREMENT SPECIALIST**

Purchaser manager with 2 years of experience in handling purchasing needs of a wide variety of products lines, seeking in a proper procurement execution, reducing unnecessary cost while delivering a clear service, with value for money, customer's satisfaction records, with a strong relationship with vendors and suppliers.

**2)INVENTORY MANAGER**

Inventory manager with 1 years of experiences in Analyzing demands, sales forecasts set reorder point and determine optimal stock level, Linking with procurement department to initiate purchase requests, Warehouse Management, proper records of in and out of materials/items for both computerized system and non-computerized systems, ware house layout and space utilization for easier pick and storing.

**3) ACCOUNTANT OFFICER**

Accountant with 1 year experience in preparing and analyzing of financials documents, maintains financial records, reconcile financial transactions, adjustments and accruals.  
Prepare invoice, payments ,expense reports and other financial transactions.

**4)LOGISTICS OFFICER**

A Logistics officer with 2 years experience in coordinate transportations activities, from supplies to destinations, planning and schedule shipments to ensure timely delivery to customers, monitor inventory stock and track shipments using logistics software, communicate with carriers ,suppliers to resolve issues and ensure smooth operations, evaluates performances of logistics partners and vendors ,manage customs clearance and import and export documentation

## **(B) CORE COMPETENCIES AND SKILLS**

- -Procurement planning, sourcing and administration
- -Negotiation skills and contract management skills
- -Excellent communication and written skills
- -Strong working relationship influencing customers and internal team
- -Determination skills
- -Self motivation
- -Flexible and Adaptability
- -Microsoft word, excel ,outlook and ERP system
- Accounting principles
- Financials analysis
- Financial reports
- Attention to details

Transportations and international practices

## **(C) WORK HISTORY**

### **(i) *PROCUREMENT OFFICER***

SERENGETI HERITAGE CAMPS AND LODGES LTD (MAY 2018 TO MAY 2020)

- Developing procurement strategies that are inventive and cost effective
- Track status of requisition, contracts and orders
- Comparing prices, specifications availability delivery time in order to determine the best bid among potential suppliers.
- Prepare purchase order of needs initiated from requested department.
- Determine if inventories are sufficient for the need and ordering more quantity when necessary.
- Calculate cost of orders and forward invoice to account department.
- Perform buying duties when necessary.
- Prepare weekly, and monthly procurement reports.

**(ii) *INVENTORY OFFICER***

LEO PLASTIC LIMITED (OCT 2020 TO OCT2021)

- (a) Exercise general control over all activities in store department.
- (b) Ensuring safe keeping both as to quality and quantity of material.
- (c) Maintain proper records.
- (d) Prepared purchase orders for required staff by ensuring appropriate stock level.
- (e) Verified quality of incoming supplies and create the records of any issues.
- (f) To check the book balances, with actual physical stock at frequent intervals by way of internal control over wrong issues, pilferage etc.
- (g) To issue materials or goods only in required quantities against authorized requisition notes or materials

***iii) ASSISTANT LOGISTICS OFFICER***

FAST FREIGHT FOWARDERS (NOV2021 TONOV 2023)

Coordinate transportations of goods from suppliers to customers, plan shipments to ensure timely delivery to customers, training staff on ENCOTERMS, Optimize transportation routes to minimize costs and maximize efficiency and providing support for inventory management and warehouse activities

**iv) ASSISTANT ACCOUNTANT OFFICER**

HERITAGE CAMPS AND LODGES LTD (2018 -2019)

Preparing and analyzing of financials documents, maintains financial records, reconcile financial transactions, adjustments and accruals.

Prepare invoice, payments, expense reports and other financial transactions

**(D) EDUCATION BACK GROUND**

(i) BACHELOR OF PROCUREMENT AND LOGISTICS  
MANAGEMENT AT INSTITUTE OF ACCOUNTANCY  
ARUSHA (IAA) 2015-2019)

(ii) ADVANCED CERTIFICATE OF SECONDARY EDUCATION  
Education (Physics, Chemistry and Mathematics) AT MBEYA  
SECONDARY SCHOOL (2012-2014)

(iii) CERTIFICATE OF SECONDARY EDUCATION AT IWAMBI  
SECONDARY SCHOOL  
(2008-2011)

**(E) CERTIFICATION**

- Certificate in Degree of Procurement and Logistics Management (2019)
- Certificate of secondary Education (2011)
- Certificate of servant ship at Leo Plastic Limited (2022)

**(F) HOBBIES AND INTEREST**

- I like to volunteer to the big company with high volatility of purchasing activities with aim of getting challenges so as to push up my carrier.
- Most of time I used to learn how market price of goods, commodities vary due to forces of supply and demand.

**(G) REFEREES**

**Juliet Ishengoma (0767888268)**

HeritageCamps and Lodged Ltd ARUSHA

P.O. BOX 9212

ARUSHA – TANZANIA

(a) General store supervisor at

Leo Plastic Limited

P.O.BOX 896 ARUSHA, TANZANIA

**0684547195 (YASSINTHA .KIMARIO)**

c) **Ezra Alphoce (0627369472)**

Assistant Transport Manager at

Fast freight forwarders

P.O.BOX 78753 Arusha Tanzania

NTA LEVEL 8

SN: BD19-0268

INSTITUTE OF ACCOUNTANCY ARUSHA



NATIONAL TECHNICAL AWARDS (NTA)

*This is to certify that*

*Johnson Speratus Joseph*

Reg. No. BPLM/0610/T.2015  
having fulfilled all requirements for NTA Level 8  
has been awarded the

*Degree of Bachelor of Procurement and  
Logistics Management*

*Second Class Lower*

at a congregation held on the  
5<sup>th</sup> day of December in the year 2019

CHAIRPERSON OF THE  
GOVERNING COUNCIL



RECTOR





# The National Examinations Council of Tanzania



## Certificate of Secondary Education

This is to certify that JOHNSON SPERATUS

Index No. S2223-0131

sat for the Certificate of Secondary Education Examination

at IWAMBI SECONDARY SCHOOL

in OCTOBER 2011

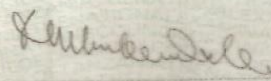
and qualified for the award of a

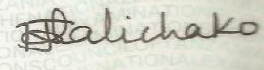
**CERTIFICATE OF SECONDARY EDUCATION**

in Division THREE

after attaining the following performance:-

Subject	Grade
CIVICS	C (PASS)
HISTORY	D (PASS)
GEOGRAPHY	D (PASS)
KISWAHILI	D (PASS)
ENGLISH LANGUAGE	C (PASS)
PHYSICS	D (PASS)
CHEMISTRY	C (PASS)
BIOLOGY	B (PASS)
BASIC MATHEMATICS	C (PASS)
*****	

  
Chairperson

  
Executive Secretary

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**LEO**  
PLASTICS LIMITED

*Manufactures & Exporters of: Injection & Blow Moulded Articles*

# CHETI CHA UTUMISHI

HII INATHIBITISHA KWAMBA NDUGU

JOHNSON SPERATUS JOSEPH

AMBAYE ALIFANYA KAZI KATIKA KAMPUNI YETU

KAMA STORE KEEPER

KUANZIA 01/11/2020 HADI 31/05/2022.

KATIKA KIPINDI HICHO CHOTE ALIFANYA KAZI  
KWA,

UTIIFU, BIDII NA UNYENYEKEVU.

TUNAMTAKIA MAFANIKIO MEMA KATIKA MAISHA  
YAKE.

*P. M. L. L.*



FROM: LEO PLASTICS LIMITED.

