

**AMANI KALONGA MILINGA**

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**PERSONAL PROFILE**

I am young energetic, fast learner, adaptive and innovative with strong knowledge in procurement and logistics managements in Sourcing and supplier management, procurement planning , purchasing order processing, Inventory management, Logistics and transportation, Risk management and contract management, cooperative and able to work under very minimum supervision, capable to work on my own initiative but ready to accept challenges and critiques, advices and new ideas from my colleagues in order to produce outstanding and intended result.

**SKILLS AND CAREER EXPECTATIONS**

I'm applying for this internship opportunity as I believe I'm qualified person in the field and I will bring the desired results to the organization. I'm capable of working with people of different believes and perception, flexible, working long hours and require no supervision in accomplishment of my work. My aim is to work in an organisation that is forward looking, rewarding, and enterprising. I would particularly want to work in a results oriented position, undertaking challenging tasks that require creativity and total dedication. In particular, I would expect to be drawing on and developing my:

- Teamwork
- Problem solving skills
- Cross-cultural skills
- Communication skills (including public speaking, inter-personal communication), and following communication protocols)
- Strategic planning skills (including emergency planning and conducting risk assessment)
- Customer care skills
- Time management
- Decision making
- Positivity
- Responsibility
- Adaptability

Due to my existing experience I am confident that I have the ability to work independently and effectively, even when under pressure. I am also capable of working with minimum supervision.

**EDUCATIONAL QUALIFICATION**

**2016-2019**

ADVANCED CERTIFICATE OF SECONDARY  
KIGONCERA CATCHES SECONDARY SCHOOL

**2020-2021**

BASIC TECHNICIAN CERTIFICATE IN PROCUREMENT AND LOGISTICS MANAGERMENTS  
THE INSTITUTE OF ACCOUNTANCY (TIA) DAR ES SALAAM

**2021-2023**

DIPLOMA OF PROCUREMENT AND LOGISTICS MANAGEMENT  
THE INSTITUTE OF ACCOUNTANCY (TIA) DAR ES SALAAM

**WORK EXPERIENCE**

**July 2022-semptember 2022**

Work at morogoro municipal council

- Position procurement management (PMU).

Sales executive at jubilee insurance

Cashier at private shop

### **EQUIPPED SKILLS AND KNOWLEDGE**

- Computer knowledge ( spreadsheet, Microsoft excel, words etc).
- **Fifo**
- **Presentations**
- **Record keeping**
- **Accounting principles**
- **Store keeping**
- **Cash Reconciliation**

### **LANGUAGE PROFINCENCY**

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English: Fluent in writing and speaking

Kiswahili: Fluent in writing and speaking

### **REFEREES**

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**CREDO MAHAY**

Academic teacher Kigonsera

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