

## **CURRICULUM VITAE**

### **PERSONAL PARTICULARS**

SURNAME Mwakihaba  
OTHER NAMES Humphrey  
NATIONALITY Tanzanian  
PLACE OF BIRTH Makambako-Njombe  
DATE OF BIRTH 22<sup>nd</sup> July, 1999  
MARITAL STATUS Single  
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### **EDUCATIONAL BACKGROUND**

INSTITUTION	LOCATION	YEAR	COURSE	AWARD
National Institute of Transport	Dar es Salaam	2020-2023	Bachelor Degree in Logistics and Transport Management	BLTM (GPA: 3.9)
National Institute of Transport	Dar es Salaam	2018-2020	Diploma in Procurement and Logistics Management	DPLM (GPA:3.7)
Naboti Secondary School	Njombe	2012-2015	Certificate for Secondary Education	CSEE
Umoja Primary School	Njombe	2005-2011	Certificate for Primary School	Primary School Certificate

## FIELD WORK EXPERIENCES

YEAR	INSTITUTION	RESPONSIBILITIES
July 2022 –October 2022	TAZARA, Dar es Salaam.	<ul style="list-style-type: none"> <li>a) Warehouse Management such as plan, co-ordinate, control and issue stocks for other departments.</li> <li>b) To carry out Suppliers' appraisal analysis in order to come up with the most economic suppliers.</li> <li>c) Handling of cargo operations including Loading and Unloading Freights to and from warehouses and Wagons</li> <li>d) Providing information to Management regarding work progress on locomotives and related problems.</li> </ul>
July 2021 – October 2021	Tanzania Ports Authority (TPA), Dar es Salaam.	<ul style="list-style-type: none"> <li>a) Handling of cargo operations including Loading and Unloading cargoes to and from vessels and warehouses.</li> <li>b) Supervising and tallying cargos at TPA environment.</li> <li>c) Warehousing control activities through receiving cargos from berth and storage in transit shed.</li> <li>d) Preparing and maintaining records, reports and cargo verification.</li> <li>e) Preparing loading and discharging list documents at berth.</li> <li>f) Uploading cargo manifest into the cargo systems.</li> </ul>
July 2019 – November 2019	Tanzania Revenue Authority (TRA) Mwenge.	<ul style="list-style-type: none"> <li>a) Assisting user departments in development of specifications related to purchase of equipment, materials/supplies, and services.</li> <li>b) Preparing tendering documents to prospective bidders: Including RFI, RFQ and RFP screening and pre-qualifying suppliers under different settings.</li> <li>c) Processing Purchase Requisitions and Orders.</li> <li>d) Expediting and follow up on supplier deliveries.</li> <li>e) Preparing and maintaining procurement records, reports and price lists for purchasing.</li> <li>f) Managing supplier relationships and performance in order to maintain active supplier base.</li> <li>g) Verification of physical stocks on daily, weekly and monthly basis. Prepare and provide report to area management in terms of batches, pins for issue, receipt and actual stock balances.</li> </ul>

## WORKING EXPERIENCE

YEAR	INSTITUTION	RESPONSIBILITIES	
December 2023 - May 2024	Singularity Microfinance	Debt Collection	<u>a) reminding customer to pay their debts on time,</u> <u>b) providing guidance to customers failed to take loans,</u> <u>d) Following up customers who passed their due date.</u>

## LESSON LEARNED

- a) Learned coordinating land transport services through Transport Safety and Security;
- b) Learned issuing licences and permits to transport operators;
- c) Learned on monitoring and enforcing compliance with regulations;
- d) Learned on standards for the operation and maintenance of vehicles;
- e) Learned on complaints and disputes and how to resolve them;
- f) Learned on road worthiness of public and goods vehicles.

## TRAINING AND WORKSHOPS

**August, 2023:** Attended two week workshop training on Mechanics and Motor Vehicles Inspection at National Institute of Transport (NIT).

**July, 2023:** Attended training on Takaful Insurance, on how insurance which follows shariah principles works.

## **PROFESSIONAL SKILLS**

### **a) Computer skills**

- i. Basic knowledge in Microsoft word 2013
- ii. Basic knowledge in Microsoft excel 2013.

### **b) Language skills**

- i. Very good in English
- ii. Very good in Swahili

### **c) Other skills**

- i. Problem solving skills,
- ii. Time management skills,
- iii. Customer service skills.
- iv. Communication skills

## **ACTIVITIES / INTERESTS**

- a) Observing and learning new things and cultures;
- b) Reading, watching Television and listening Dialogues;
- c) Learning ways to connect with people and communicating with them
- d) Travelling, Playing football and Jogging.

## **REFEREES**

### **CPA. EXAUT JULIUS**

Position: Director Market Supervision and Investigation,  
Organization: Capital Market and Security Authority (CMSA),  
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### **Mr. BENJAMIN MWAKYEJA**

Position; Facilitator

Organization; NIT

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