



WAVUVI KEMPU
by samaki samaki

CERTIFICATE OF SERVICE

This is to justify that Mr. Raymond William Cathibert has been our employee of Karata Dume Company Limited for a period of One Year and 9 Months , till his contract came to be terminated.


Employee personal Particulars:

Position : Procurement Manager.

Date Joined : July, 2022

Date when contract terminated : 2nd May, 2024

Certificate given by


Remija Batholomew
Human Resource Manager
Karata Dume Limited

CURRICULUM VITAE

BODY DETAILS

Surname:	Cathibert
First name:	Raymond
Sex:	Male
Marital status:	Single
Date of birth:	12/07/1999
Place of birth:	Mbeya
Citizenship:	Tanzanian
Contact address	P.O.BOX 1754 Mbeya-Tanzania
Phone	0692938198
E mail address	raymondcathe5@gmail.com
Language proficiency	Swahili, English

EDUCATION QUALIFICATIONS

YEAR	SCHOOL/COLLEGE	AWARD
2019-2022	Moshi CooperativeUniversity	Advanced diploma
2017-2019	Meta high school	Certificate of advanced education
2012-2015	Forest secondary school	Certificate of secondary education
2005-2011	Mapinduzi primary school	Certificate of primary education

SKILLS

S/N	NAME	RATING
	Computer Skills	Moderate/Good
1.	Microsoft Word	Good
2.	Microsoft Excel	Good
	Other Accounting Packages	Moderate/Good
1	Tally ERP 9	Moderate
2	QuickBooks	Good
3	Advanced Excel	Good
4	MY POS	GOOD

S/N	LANGUAGE SKILLS	LEVEL OF PROFICIENCY
1	Swahili	Fluent in speaking and writing
2	English	Fluent in speaking and writing

WORK EXPERIENCE

Post: **PROCUREMENT MANAGER**

Date: **22nd Mach 2022-MAY 1- 2024**

Location/Work Place: **WAVUVI KEMPU (KARATA DUME)**

Department: **Procurement**

CORE JOB RESPONSIBILITIES

- Maintain records of goods ordered and received..
- Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales
- Prepare and process requisitions and purchase orders for supplies and equipment..

- Control purchasing department budgets..
- Review purchase order claims and contracts for conformance to company policy
Preparing payment vouchers
- Analyze market and delivery systems in order to assess present and future material availability. Valuation of stationary assets including stocks
- Stock taking at every end of the month

Post: STORE KEEPER

Date: 4th January 2022- 22nd March 2022

Location/ Work Place: SAMAKISAMAKI RESTAURANT

CORE JOB RESPONSIBILITIES

- . To provide daily report to procurement manager about stock movement using.
 - Receiving and issuing item from store to user department .
 - To follow the procedure of first in first out while issuing .
 - To cross check the expiring date of stock and report them
 - To do stock taking on daily basis .

Short Courses Attended

- | | |
|--|---|
| • June 25 th to July 2 nd 2022 | Professional training on Accounting |
| book | Packages(software)covered Tally ERP 9, Quick |
| Moshi | system, Advanced excel, E-Filing of returns. At |
| | Cooperative University |

Other Skills/Experiences

- Able to work in different and dynamic environment and Team work.
- Strong organizational, communication and leadership skills
- Able to work with people of different cultures, status, ages and ethical Background.

- Quick to learn and adapt to new techniques, and Ideas.
- To work under minimum supervisions and decisions making.
- Ability to convey a positive and professional image to applicants/customers and employees.

REFEREES

NAME	POSITION	ORGANIZATION/WORK PLACE	ADDRESS AND CONTACTS
CPAT: Said Said	Lecture	Moshi Cooperative University (MoCU)	Tel: +255 655784406 <hr/> Address: P.O. Box 474 Kilimanjaro
Jerim ongore	General manager	Wavuvi kempu	Tel: +254 710 470590 Email: jerimongore@wavuvikempu.com
Mr.Thomas Ng'ondya	Town planner	Empowerment solutions for Tanzania organization (ESTO)	Tel: 0716290198 Email: thomngondya@gmail.com