

# SAIDI HAJI SHEHA

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## Personal information:

Date of Birth : 19<sup>th</sup> May, 1990  
Nationality : Tanzanian  
Languages. : English and Swahili

## Objective:

I am keen to develop my career by working with unique atmosphere of cooperation and teamwork to get new experience, challenge and fast paced environment in which my input/output skills could be enriched.

I want to be able to take responsibility and be creative in delivering solutions to whatever working environment I'm presented to.

## Education and Qualification:

2012 – 2015: Bachelor of Arts in Economics – University of Dar es salaam  
2009 – 2011: Advanced Certificate of Secondary Education- Ubungo Islamic High School  
2005 – 2008: Certificate of Secondary Education – Ubungo Islamic High School  
1998 – 2003: Primary Education – Mtakuja Primary School

## Employment History:

**Production Supervisor: Africab** from March 2024 to current

- Making sure the daily production target is met.
- Providing ongoing supervision and guidance to production staff.
- Ensuring production processes are carried out efficiently and according to established procedures and standards.
- Coordinating with other departments such as engineering, maintenance, and logistics to ensure smooth production operations.
- Maintaining accurate production records, preparing reports on production activities, and presenting findings to management as needed.
- Resolving production issues and addressing any challenges that may affect production output or quality promptly.
- Keeping accurate records of production activities, including production volumes, quality control data, and any incidents.

**Data Operator: Yapi Merkez** from November 2019 to July 2023

- Receiving and inspecting new cars and machines upon their arrival.
- Making sure all equipment's documentations are in order and are uploaded to the company database. i.e Registration card, Insurance and LATRA certificate
- Following up registration of new cars and machines to the respective authorities i.e. TRA, LATRA and WMA.
- Following up plate numbers of the new cars.
- Keeping record files of assigned drivers and machine operators.
- Registering new cars and machines into the company data base.
- Ensuring all cars and machines are marked in accordance with a number registered into the company data base.
- Inspecting daily maintenance reports of cars and machines and feeding them into the company data base.
- Inspecting and stocktaking the monthly fuel usage of cars and machines using Excel and SAP.

**Salesperson: Amaly's Investment Limited** from April 2015 to August 2016

- Informing customers about services offered.
- Helping customers to find items in the store.
- Generating lead by advertising products to potential customers.
- Elevating customer's complaints to the management.
- Keeping track of inventory.

## Computer Skills:

Proficient in Microsoft Office applications (MS Word, MS Excel, MS Access, Power point,) Internet and mailing, Report writing and Presentation skills.

**Working Skills:**

- Effective customer care techniques.
- Product marketing and selling techniques.
- Effective sales and marketing techniques.
- Management skills.
- Inventory Management.
- Adaptability.
- Time management skills.
- Interpersonal communication.

**Awards:**

2023: Certificate of service – Yapi Merkez  
2011: Certificate of Discipline – Ubungo Islamic High School  
2008: Certificate of Discipline – Ubungo Islamic High School

**Interest and Hobbies:**

- Traveling
- Watching news
- Swimming.

**Referees:**

1.

Name

Institute

Status

Phone no

E-mail

: Mr. Kurwa Mbonde

: Ardhi University

: Lecturer

: +255 716 030 236

: bakhidhiry@gmail.com
2.

Name

Institution

Status

Phone no

E-mail

: Mrs. Lilian Shekibaha

: Africab

: Human Resources Officer

: +255 762 367 427

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3.

Name

Institution

Status

Phone no

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: Mr. Ayoub Benesta

: Yapi Merkez

: Transport Officer

: +255 678 238 382

: ayoub.benesta@yap.com.tr

**Declaration:**

I, SAIDI H. SHEHA, hereby do declare that the above information provided is true and correct to the best of my knowledge.

Date: 23/06/2024      Signature: .....