**CURRICULUM VITAE**

**Personal Details:**

Surname : Mjaka

First Name : Omary

Telephone : +255 769 010 746

Email : [Omarymjakajuma2016@gmail.com](mailto:Omarymjakajuma2016@gmail.com)

Country of birth : Tanzania

Professional : Procurement

Date of birth : 25th September 1989

Gender : Male

Marital Status : Maried

Nationality (birth) : Tanzanian  
Language : Englsh ( writing and speaking )

**Working experience**

2022-Up to date : Assistant accountant at Bakhresa food procts ltd

2020-2022 : Dispatch clerk at Azam Dairy Products Ltd

2016-2020 : Procurement officer at Bakhresa food procts ltd

**Duties   
**

|  |  |
| --- | --- |
| **POSITION** | **DUTIES** |
| Assistant accountant | .Cash reconciliation .Preparation of invoices .Preparing & approval of sales order .Postng of payment vouchers in tally .Internal auditing ( vansales physical stock taking |
| Dispatch clerk | .Physical stock taking  .Receiving and issuing of goods .Preparing sales report |
| Procurement officer | .Preparing of purchase order .Purchase of goods from suppliers |

**EDUCATION & PROFESSIONAL QUALIFICATION  
**

|  |  |  |
| --- | --- | --- |
| **Year** | **Institution** | **Award** |
| 2014-2016 | College of business education (CBE) | Ordinary Diploma in procurement and supplies management |
| 2012-2013 | Al-maktoum College of engineering and technology | Basic technician certificate in information technology |
| 2006-2009 | Jamhuri Secondary School | Certificate of Secondary Education (CSE) |

**INTEREST & HOBBIES**Watching football games especially English premier league

**COMPUTER SKILLS**Accounting package (Tally ERP 9, Orion, SAP ), Word/Excel/Outlook, Typing, Internet, Email and social networks.