

MY CURRICULUM VITAE {CV}

PERSONAL DETAILS

FIRST NAME; Achilleus
MIDDLE NAME; Niwamanya
SURNAME; Deogratias
DATE OF BIRTH; 22nd October 1999
PLACE OF BIRTH; Kagera Muleba District
NATIONALITY; Tanzanian`s
SEX; Male
MARRITAL STATUS; Single
MOBILE PHONE; 0621857391
ADDRESS; P.O.BOX 2077, Dodoma,
EMAIL ADDRESS; deogratiasherman0@gmail.com
NATIONAL IDENTIFICATION NUMBER; 19991022412160000427

PERSONAL PROFILE STATEMENT

- I am young, dynamic and innovative as well as performance-oriented person who is driven by both ambition and a sound grasp of reality.
- I am a person with strong desire, willingness and ability to rapidly master and successfully implement new concepts, techniques and skills in my area of expertise.
- I am believing on team work, learning from other staffs, working towards assigned goals, cooperative and interactive that will enable me to accomplish and success toward better performance.

EDUCATION BACKGROUND.

DURATION	PROGRAMS STUDIES AND INSTITUTION	ACHIEVEMENT
September, 2019- June, 2021	Diploma in procurement and Supplies Management- CBE, Dodoma Campus.	Ordinary Diploma Graduated November, 2021
September, 2018- June, 2019	Basic Certificate in Procurement and Supplies Management-CBE, Dodoma Campus.	Basic Certificate-Graduated on November 2019.
14 June, 2018- 29 July 2018	Driving Course – Bukoba driving school.	Certificate Of Driving , Graduated On July 2018
January, 2014- November, 2017	Ordinary Level Secondary School-bulyakashaju Secondary School.	Certificate of Secondary- Graduated on November 2017.
January 2007- September, 2013	Primary Education – Nyakahama Primary School	Certificate of Primary School- Graduated on September 2013.

WORKING EXPERIENCE.

TEMESA-DODOMA(24TH JULY 2020-15TH SEPTEMBER2020 FIELD PRACTICAL TRAINING) (Tanzania Electrical Mechanical and Electronic Service Agency) PROCUREMENT ASSISTANT OFFICER AND STORE ASSISTANT OFFOCER.

- ❖ Receiving and inspection of spare parts.
- ❖ To prepare cost estimate for government vehicles and machine like cars, motorcycle.
- ❖ Evaluation and analysis of supplier and preparation of local purchase order.
- ❖ Preparations of annual procurement report to Microsoft excel from local purchase order.
- ❖ To keep the stores clean and tidy.
- ❖ Purchase of materials from different suppliers
- ❖ Supervise and coordinate delivery of goods to customer.
- ❖ Order follow up according to the customer requirements.
- ❖ Follow up of payment to supplier.
- ❖ Good customer care through listening them and solving their problems on time
- ❖ To maintain proper records of stores manually and electronically form.

MSD-KAGERA ZONE(27TH JULY2023-27TH OCTOBER 2023 FIELD PRACTICAL TRAINING) (Medical Store Department) PROCUREMENT ASSISTANT OFFICER AND STORE ASSISTANT OFFICER.

- ❖ Dispatching of Medical supplies.
- ❖ Records Registry.
- ❖ Preparing of quotation for tonner.
- ❖ Sales invoice and incoming stocks
- ❖ Picking and packing of pharmaceutical medical supplies and lab reagents.

OTHER TRAININGS.

VETA refreshers course at Bukoba Driving School from 14th June, 2018 to 29th July, 2018.

- ❖ Traffic rules, regulations and five lighting.
- ❖ Traffic signs, signal, road marking and first aid.
- ❖ Defensive driving and vehicle inspection.
- ❖ Motor vehicle driving practical and vehicles insurance.

13-16 December 2020: Attending the third PSPTB Annual Conference Covering Ethics, Leadership and Innovation in Procurement.

RELEVANT SKILLS.

- ❖ Computer skills, using of Microsoft office packages like word, excel and presentation.
- ❖ Innovative and creativity.
- ❖ Driving skills
- ❖ Leadership and time management
- ❖ Motivational skills.

LANGUAGES SKILLS.

English language to read and write.

Swahili language to read and write.

HOBBIES AND INTERESTS

- Readings books and newspapers and playing games especially football.
- Watching Movies, Sports and Games.

LEADERSHIP EXPERIENCES

Leadership management: leadership consists of strong sense of self confidence and a comprehensive knowledge of attaining goals. These are qualities that motivate and inspire providing a solid foundation for team work.

Duration	Organization	Position	Awarded
2020-2021	Federation of Procurement and Supplies Students Association (FPSSA-TANZANIA) CBE-DODOMA	Assistant Academician	Leadership Appreciation Certificate

REFEREES.

NAME	ORGANIZATION	POSITION	CONTACTS
Dr. BARNABAS MAAGI	College of Business Education (Dodoma campus)	Head of Department procurement and supplies management	P.O.Box2077,Dodoma Mob: +255784588658 Email. barnabasmaagi@yahoo.com
Mr. GOODLUCK GOLDIAN	College of Business Education (Dodoma Campus)	Assistant Lecturer procurement and supplies management and HOD of Accountancy	P.O. Box2077, Dodoma Mob: +255715615059 Email. goldiangogluck@gmail.com
Mr. RODGES ALPHONCE	TEMESA DODOMA	Procurement and stores assistant officer	P.O. BOX 902, D0D0MA Mob: +255653825543

DECLARATION

I, **ACHILLEUS N.DEOGRATIAS** declare and state that, the information given above is true to the best of my knowledge and belief, this CV correctly describes me, my qualifications and my experiences.

Signature.....

Date 04/12/2024