

1: Position applying for: Associates in Procurement and logistics management**2: PERSONAL DETAILS**

Full Name: Salehe Salimu Ramadhani
Nationality: Tanzanian
Date of Birth: 08/09/1996
Sex: Male
Email: ramadhanisalehe98@gmail.com
Place of Birth: Tanga
Marital: Single
Phone number: +255 624 328 749/+255 789 991 727

**3: EDUCATION BACKGROUND**

#	Name of the Institution	Education Level	Passing Year	Class/Division/Grade
01	Muslimu University Of Morogoro	Bachelor Degree of business studies-procurement and logistics management	2020-2023	Grade 4.0
02	Muslimu University Of Morogoro	Diploma of Procurement and logistics management	2018-2020	Grade 4.0
03	Vocation Education And Training Authority (Veta) Chang'ombe Dar Es Salaam	Driving course	2018	license class D
04	Airwing JWTZ High School	Advanced education	2017-2018	Division three
05	Mazingara Secondary School	Secondary school	2012-2015	Division three
06	Suwa Primary School	Primary school	2005-2011	-----

4: LANGUAGE SKILLS

#	Language	Writing				Speaking			
		Average	Good	Very Good	Excellent	Average	Good	Very Good	Excellent
01	Swahili				✓				✓
02	English				✓				✓
	Mother				✓				✓

03	tongue (Kizigua)								
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5: COMPUTER SKILLS

- ☐ Microsoft office; Word, Excel, PowerPoint, Database and publisher
- ☐ Proficient in iScala system software and Proficient in Coyform system software

6: OTHER SKILLS/ ABILITIES

- ☐ Strong ability to think strategically and analytically.
- ☐ Communications skills
- ☐ Managerial and supervisory expertise.
- ☐ Common work place soft skills
- ☐ Office management skills
- ☐ Problem solving and decision making
- ☐ Strong interpersonal and negotiating abilities.
- ☐ Punctuality (working on time)

7: HOBIES

- ☐ Reading books & News in social networks
- ☐ Watching Movies
- ☐ Learning language
- ☐ Play games

8: WORK EXPERIENCE

#	Name of Organization	Duration		Designation	Reason for leaving
		From	To		
01	Wilmar Rice Tanzania Ltd	01/04/2024	To date	Procurement Officer	I'm working here
<p style="text-align: center;"><u>Key responsibilities:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Paddy procurement, by observing Paddy quality parameters which are; <ul style="list-style-type: none"> i. Moisture level 14% ii. Broken 23% iii. Pest Damaged grain 0.65% iv. Immature 1.12% v. Discoloured grain 0.35% vi. Red grain 7.10% vii. Foreign Matter 0.70% viii. Chalky 3.09% ix. Head Rice 43.67% <input type="checkbox"/> Prepare receipt through FOS system which shows the total Kg purchased and amount to initiate farmer to be paid. <input type="checkbox"/> To standardize all bags of paddy purchased in 100Kg <input type="checkbox"/> To stack all bags in countable manner <input type="checkbox"/> Stock control <input type="checkbox"/> Order making and Issuing <input type="checkbox"/> Follow up, until truck offloaded. 					

02	Sapphire Float Glass Tanzania Company	12/9/2023	27/12/2023	Warehouse Officer	Mutual agreement
<p align="center"><u>Key responsibilities:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Before the production I have prepared warehouse for mark locations and codification all locations <input type="checkbox"/> Before the production I have prepared pallet for safe keep glass <input type="checkbox"/> After production, I have receive glass and keep in appropriate pallet and location in safe way <input type="checkbox"/> To count and record all glass in the warehouse <input type="checkbox"/> Order preparation and to issue glass to the customers <input type="checkbox"/> To training other workers how to command forklift, keep glass, preparation of pallets and how to recognize the type of glass. 					
03	Mkwawa Leaf Tobacco LTD-Station. Morogoro	28/07/2023	10/09/2023	Labour in Receiving (Warehouse – Damix and family Group DFG)	Season production
<p align="center"><u>Key responsibilities:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Unloading tobacco from a truck <input type="checkbox"/> Sorting bags of tobacco due to his codification, to count all tobacco received and keep in appropriate location <input type="checkbox"/> To stack tobacco in pallet due to order 					
04	Morogoro Municipal Council (MMC)	18/07/2022	09/09/2022	Procurement Management Unity -PMU	SCHOOLINGS
<p align="center"><u>Key responsibilities:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Inspection of goods or item that has been delivered to the office <input type="checkbox"/> Receiving of goods or item by using Goods Received Note (GRN) document <input type="checkbox"/> Issuing goods or items to customers and Updating ledgers 					
05	Tanzania Electric Supply Company Limited-Dodoma	17/08/2019	21/10/2019	PMU & STORE	SCHOOLINGS

Key responsibilities:

- ☐ To receive materials delivered by the supplier in assistance from the receiving and inspection officer by using Purchasing Order (PO) and Delivery Note (DN)
- ☐ I had to issue materials to the users by checking the documents called 'Store requisition voucher' (SRV)
- ☐ Changing the locations of materials
- ☐ Preparation of purchase requisition
- ☐ Preparation of purchase order
- ☐ Verifying the Goods Receipt Note (GRN).
- ☐ Preparation of Local Purchase Order
- ☐ Receiving invoice

9: TRAINING RECORD

#	Title/Subject of Training	Duration	Provided by	Location
01	PSPTB Training	03 Hours	PSPTB consulting Board	Muslimu University Of Morogoro
	Chines language Training	01 Year	Chines Teachers group	Muslimu University Of Morogoro

10: REFERENCE

HIDAYA A. MOHAMED TANESCO-DODOMA Supplies assistant, P. O. Box 49, Dodoma. Mobile: 0714462185.	COSTANTINE DEUSDEDIT SAPPHIRE FLOAT COMPANY Human Resource Officer P. O Box 140, Pwani-Mkuranga. Mobile:0713836364	HENRICK KIKOTI DAMIX AND FAMILY GROUP- DFG Warehouse Supervisor P. O Box 1290 Morogoro-Kihonda. Mobile:0786728642
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11: AUTHENTICATION

I certify with full confidence that the information provided are authentic and accurate

Signature: ssRamadhani Date: 27th November, 2024