

EPIMACUS SHIJA

Procurement Officer

P.O.BOX 256, Nzega | +255756384207 | shijaepimacus@gmail.com

PROFESSIONAL SUMMARY

I am a detail-oriented and results driven procurement professional with expertise in Procurement, Supply chain, Logistics, Warehousing and Store keeping. I am highly self-motivated, reliable, and responsible, with a strong work ethic. Additionally, I am adaptable and quick to learn new skills, enabling me to execute tasks efficiently and effectively.

EXPERIENCE

Procurement and Supplies Officer,

Nzega urban Water Supply and Sanitation Authority (NZUWASA)

2023-2024

- Managed the receipt and issuance of materials.
- Processed transactions, including purchase orders, purchase day book entries, and Good Received note (GRN).
- Maintained and updated suppliers information within the vendor managed file.
- Prepared required documentation for Min competition procurement process.
- Conducted stock verification and inventory checks.
- Compiled monthly store closing stock report.
- Generated and submitted weekly and monthly procurement reports.

EDUCATION

Mzumbe University,

2021-2024

Bachelor Degree of Procurement and Supply Chain Management (BPSCM)

SKILLS

- Microsoft Office Package
- Negotiation skills
- Adaptability
- Contract management
- Team collaboration