## **CURRICULUM VITAE (CV)**

#### **1: PERSONAL INFORMATION**

Full name	: ALLY ISMAIL
Profession	: Procurement and logistics management
Nationality	: Tanzanian
Email	: allysuba@gmail.com
Cell phone	: +255653542258
Sex	: Male
Marital status	: Single
Date of birth	: 14/10/1991
Languages	: Fluent in Kiswahili and English
Contact Address	: P.O Box 70508, Dares salaam

#### **2: CARRIER OBJECTIVE:**

To find challenging position to meet my competencies, capabilities, skills, education and experience. Also to secure job opportunity in an organization that provides an opportunity to exploit and expand my knowledge, experience and work in challenging environment for carrier growth and development.

<b>3: EDUCATION BACKGROUN</b>	D:	
YEAR	UNIVERSITIES/SCHOOLS	QUALIFICATION/AWARD
2013-2016	National Institute of	Bachelor in Procurement and
	Transport(NIT)	Logistics Management
2011-2013	Tanzania Institute of	Diploma in procurement and
	Accountancy (TIA)	logistics management
2010-2011	Tanzania Institute of	Certificate in procurement
	Accountancy (TIA)	and logistics management
2005-2009	Turiani secondary school	Certificate of secondary
		Education Examination
1999-2005	Hekima primary school	Certificate of primary
		Education Examination
2017	Registered with the	Certificate of
	procurement and supplies	registration
	professional and Technician	
	board. (PSPTB)	

## 4: PROFESSIONAL SKILLS/TRAININGS

February-may 2014	Practical training: Procurement officer at magomeni health Centre (MHC)
	Responsible for overall procurement functions at magomeni Health centre on
	coordination and follow up, experience on Managerial Issues, Potential Supplier
	Selection. Duties and Responsibilities of Procurement Include the following:
1.	<ul> <li>Prepare request for quotation document,</li> </ul>
	Maintain records Reconciliation of Purchase order and Goods Received
	Note already Issued,
	Make follow-up for supplier payments of procurement documents
	<ul> <li>Maintain records of Selected registered suppliers,</li> </ul>
	<ul> <li>Analyzing quotes for better purchases,</li> </ul>
	<ul> <li>Preparation of purchase order and raise Goods Received Note for supplier</li> </ul>
	Invoice,
	Advice Management and user departments on proper procurement
	practices, support all functions of procurement management unit,
	<ul> <li>Preparation of Annual procurement Plan,</li> </ul>
	<ul> <li>International procurement procedures and Domestic procurement</li> </ul>
	procedures.
	Stores department : Magomeni health Centre (MHC)
	Responsible for overall Stores Functions at Magomeni health centre (MHC),
	activities performed includes but not limited to, Receiving and Inspection of
	Incoming Goods, Register and Dispatch of Goods, Data Entry and Recording,
	preparation of Goods received Note, Stock tacking, Inventory review process,
	preparation OF Codes for several Non Standard Items, Issuing of Goods to
	various users, storekeeping.
July2014-	Worked at CHINA GOLD LIMITED as Marketing and Sales officer
August2016	The main responsibilities were;
	<ul> <li>Engages in superior customer service by making information readily</li> </ul>
	available
	<ul> <li>Persists in sales even in the face of failure</li> </ul>
	<ul> <li>Demonstrates products and services as deemed necessary by clients and</li> </ul>
	management
	<ul> <li>Schedules appointments and meetings as necessary</li> </ul>
	<ul> <li>Answers questions from clients</li> </ul>
	Makes product knowledge readily available to self and other sales people
	through various resources
	<ul> <li>Finds ways to sell products in the face of a down market</li> </ul>
	<ul> <li>Researches client base to find new types of customers and sells to them</li> </ul>
	accordingly
	Creates a plan for gaining customers and then retaining them based on
	warranties or guarantees

	1
18jan 2017-	Worked at King Solomon Hall, Next Door Club and Eaters Point (Wantanshi
20September 2017	Group): stock verifier (controller ) and Logistics officer
•	The main responsibilities are;
	<ul> <li>To control the movement of stock within and out of store</li> </ul>
	<ul> <li>To supply the goods and product to the relevant department</li> </ul>
	<ul> <li>To make daily physical stock taking to the club bars and main store</li> </ul>
	• To make analyses , preparation and approve of the procurement
	requisition and purchasing order
	<ul> <li>To make intensive follow-up to the main supplier to ensure goods and</li> </ul>
	club drinks are available where they are needed
	<ul> <li>To measure the hard drinks by using tot measure</li> </ul>
	<ul> <li>To control all stocks of the organization</li> </ul>
	<ul> <li>Maintaining and controlling petty cash voucher</li> </ul>
	To prepare procurement budget
	To prepare and control all routes for drivers
	<ul> <li>Responsible for tracking, receiving, and stocking all items ordered</li> </ul>
	•
23 <sup>RD</sup> October 2017-	Worked at KINYEREZI II 240MW CCPP PROJECT Under CSI COMPANY GROUP
up to 31 <sup>st</sup>	sub agency of TOSHIBAPLANT SYSTEM AND SERVICE CORPORATION as
March2019	material controller
	The main responsibilities
	are;
	• Maintain receipts, records, and with drawals of the steely recom
	<ul> <li>Maintain receipts, records, and withdrawals of the stockroom</li> </ul>
	<ul> <li>Receive, unload, and shelve supplies</li> </ul>
	Perform other stock-related duties, including returning, packing, pricing,
	and labeling supplies
	<ul> <li>Inspect deliveries for damage or discrepancies; report those to</li> </ul>
	accounting for reimbursements and record keeping
	<ul> <li>Rotate stock and coordinate the disposal of surpluses</li> </ul>
	<ul> <li>Ensure adequate record keeping and manage all documentation to</li> </ul>
	confirm proper stock levels and maintain inventory control
	• Coordinate the handling of freight, the movement of equipment, and
	necessary minor repairs
	• To ensure materials are issued as it required by the user department
	To prepare warehouse report
June1 2019 up to	
31 <sup>st</sup> January 2021	Worked at Majashani Investment as procurement manager.
	The main responsibilities were;
	<ul> <li>Liaises with key company employees to determine their product and</li> </ul>
	service needs
	• Monitors business trends and product availability to pay the best price for
	company goods and services without sacrificing quality or delivery times
	<ul> <li>Nurtures relationships with suppliers to negotiate the best prices for</li> </ul>
	company
	<ul> <li>Identifies and researches potential new suppliers</li> </ul>
	<ul> <li>Researches new products and services to meet company's goals</li> </ul>

	<ul> <li>Assesses total costs of company purchases</li> <li>Develops and implements strategies for procuring, storing, and distributing goods or services and maintaining stock levels</li> <li>Oversees a team of purchasing agents (in large companies)</li> <li>Reports to the chief procurement officer</li> <li>Preparation of the tender Documents of the company</li> <li>Preparation of the procurement budget</li> </ul>
15 <sup>th</sup> march 2021 to	Worked at NUTRI GROUP as warehouse manager.
date	The main responsibilities are;
	<ul> <li>Overseeing receiving, warehousing and distribution operations.</li> <li>Implementing operational policies and procedures.</li> <li>Implementing and overseeing security operations.</li> <li>Ensuring effective and safe use of warehouse equipment.</li> <li>Ensuring safety of staff.</li> <li>Motivating and disciplining staff.</li> <li>Maintaining documentation and keeping accurate records of warehouse activities.</li> <li>Maintaining awareness and knowledge of condition and location of materials</li> <li>Assisting with deliveries where required.</li> <li>processing orders</li> <li>administering stock control</li> </ul>

#### COMPUTER KNOWLEDGE:

**Microsoft Office:** 

- MsWord, MS Exce, Ms publisher
- Certificate of computer applications (3months)

#### ADDITIONAL SKILLS:

- Highly communication skills
- Highly management skills
- Good at Networking
- Specialized Industry Knowledge,
- Experienced in project work

#### **5: HOBBIES (PERSONAL ATTRIBUTES)**

- Playing football, watching movies and traveling.
- Willingness to learn and Flexible to working environments
- Good interpersonal relations regardless of the nature and status of groups
- Ability to work as a team and motivate others to be team plan

## REFEREES

. M S M W A J U M A M A G O M A	2.SHATTA D. N	3. MAKALA S STEPHANO
ProcurementManagerat	Lecturer at National Institute of	Administration and Logistics officer at
Higher Education	Transport	AMREF HEALTH AFRICA, TANZANIA
	P.O BOX 705,	P.O BOX 70508
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ARESSALAAM.	PHONE NO: 0713 343370	PHONE NO: +255762 748787
H O N E N O : 0 7 1 3 3 2 0 4 6 9		
Emailjamilahj1@gmail.com	EMAIL: deusshatta@gmail.com	EMAIL:stephanomakala@gmail.com

#### **DECLARATION:**

I certify that all the information stated in this CV is true and complete to the best of my knowledge.

and the set of the second set of the MILLOF THE NATIONAL TECHNICAL AWARD (NTA) It is hereby certified that Registration No: NEU-BPEM 2 of National Institute of Transport has been awarded a Bachelor's Degree in Procurement and Logistics Management fulfilled all the requirements for NTA Level 8 of the level of DOWER SECOND CLASS after having fulfilled al Tssued on this 23th day of January in the year 2017 S-PERSON Facilité Generation Linners Récent Rozter



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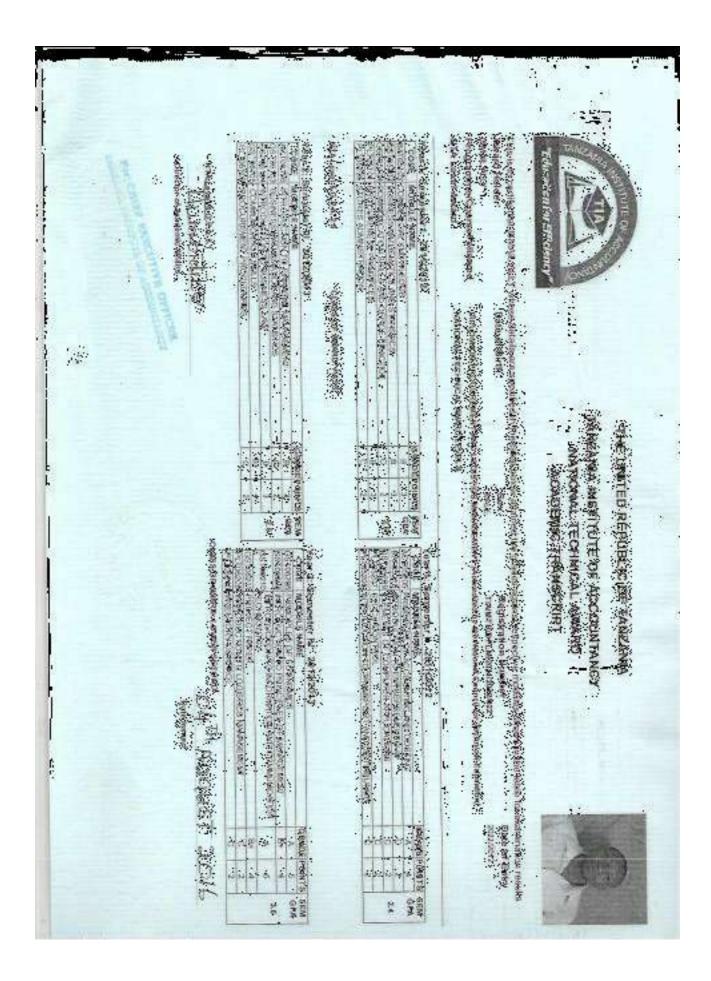
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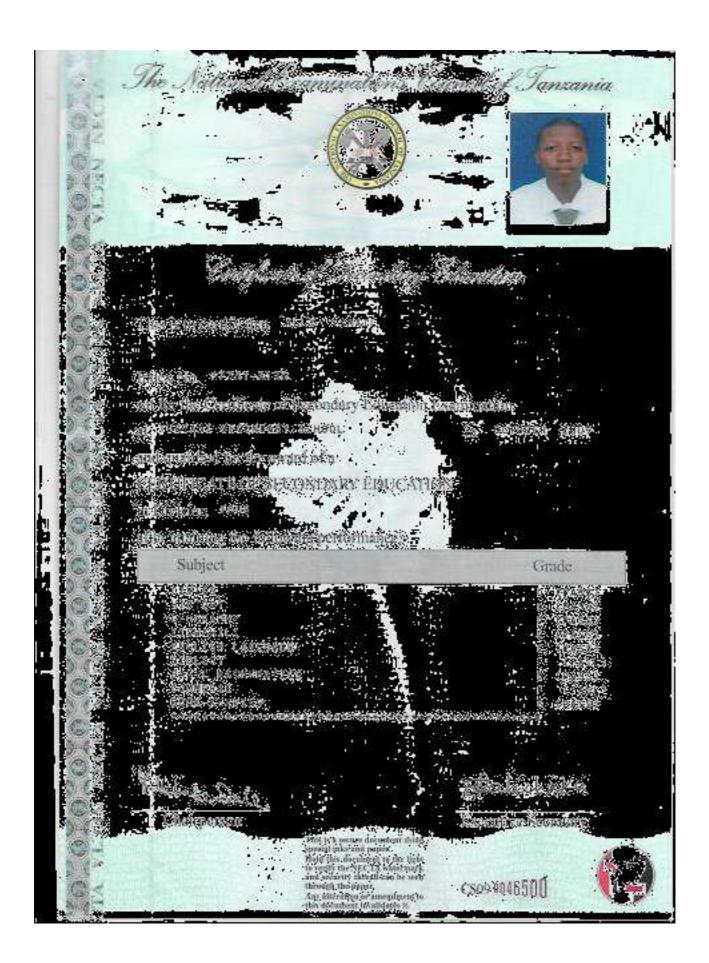
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