

CURRICULUM VITAE FOR,
JUSTINE CHRISTOPHER MNYIFUNA
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PROFESSIONAL SUMMARY

I am a young, energetic individual with a strong passion for logistics and transport management. I am committed to professional growth, innovation, and contributing positively to organizational success. With excellent prioritization and team collaboration skills, I can manage my workload efficiently, ensuring optimal results. I am dedicated to applying my academic knowledge and practical experience to make a meaningful impact in any role I undertake.

EDUCATION BACKGROUND

2020-2023	Bachelor's Degree in Logistics and Transport Management	National Institute of Transport (NIT)
2018-2020	Advanced Certificate of Secondary education examination (ASEE)	Bariadi Secondary School
2014-2017	Certificate of secondary education examination (CSEE)	Magoza secondary school
2007-2013	Primary education	Magoza primary school

WORKING EXPERIENCE

Kinondoni Municipal Council (KMC)

Position: Assistance Transport Officer

Period : From June 2022 To June 2023

Main Tasks

- Managed fleet scheduling and tracking systems to monitor driver performance and utilization levels.
- Drafted reports on transport activities such as fuel consumption, route deviations.
- Performed regular vehicle inspections to identify potential issues or hazards.
- Maintained accurate records and logbooks inspection

Africa Harmony Industry and Trade Limited (Wilmar Tanzania)

Position : Warehouse Dispatch system Account

Period : January 2024

Main Tasks

- Oversee the dispatch of goods from the warehouse to customers or other locations.
- Ensure all orders are picked, packed, and shipped according to the company's guidelines and customer requirements.
- Process customer orders and prepare them for dispatch.
- Verify order details, including quantities, product codes, and shipping addresses, to ensure accuracy.
- Communicate with drivers to confirm pick-up schedules and resolve any issues that may arise during the dispatch process
- Provide updates to customers on order statuses and estimated delivery times
- Ensure that records of dispatched goods are complete and accurately filed for auditing purposes.
- Ensure that all dispatch activities comply with safety regulations and company policies.

SKILLS

- computer skills , Borda - Ceps system , ASAP system , Microsoft Office , Excel ,Word , Emails , file Management ,
- Driving skills
- Customer care Skills
- Marketing Skills
- Inventory Management Skills
- Accounting skills
- Warehouse Management skills
- Data and document Management Skills
- Basic Problem-Solving Skills
- Leadership Skills

PERSONAL ATTRIBUTES

- Hard-worker and Self-motivated Person
- Able to work under pressure, independently with own initiatives and as part of a team
- Flexible, ready to accept challenges and learn new ideas
- Inclined to problem solving and multi-tasks oriented
- Eager to learn and innovate

HOBBIES AND INTEREST

My hobbies are travelling, exercising and participating in different social activities.

REFEREE

MR. ARISTIDES ANGELO
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DECLARATION

I Justine Christopher Mnyifuna , hereby declare to the best of my knowledge and belief that, the information given above describes my personal qualification and experience which are true and correct at great extent