SHAIDA HAMIDU MINASI,

P.O. BOX 1031,

MOROGORO.

30TH MARCH 2021.

DIRECTOR OF HUMAN RESOURCE,

BURRICK GROUP,

P.O. BOX 18699,

DAR ES SALAAM.

Dear Sir/Madame,

REF: <u>APPLICATION FOR VACANCY OF PROCUREMENT OFFICER</u>

Please refer the heading above. My name is Shaida Hamidu Minasi, I am girl of 29 years old. I have Diploma in Procurement and Logistic Management, Studied at Muslim University of Morogoro. I have sure that my experience and education make me strong candidates for this job opportunity due to the diverse courses and training we had in our curriculum.

According to vacancy which advertised in 23th March 2021 through your website, I request to be a part of its team of Procurement Officer. I have experience from various organizations and provide them with the excellent services. Please feel welcomed to contact me via phone or e-mail if I can provide additional information.

Thank you very much for your consideration and time

You're sincerely

Shaida Hamidu

CURRICULUM VITAE

PERSONAL PARTICULAR

SHAIDA
MINASI
FEMALE
28 th DECEMBER,1991
MTWARA
SINGLE
TANZANIAN
P.O.BOX 01MZUMBE-MOROGORO
0719697309 /0786580109
shaidaminasi@gmail.com

ACADEMIC PROFILE

YEARS	INSTITUTION	PLACE	AWARD
2018-2020	MUSLIMU UNIVERSITY OF MOROGORO	MOROGORO	PROCUREMENT AND LOGISTIC MANAGEMENT
2017 - 2018	MUSLIMU UNIVERSITY OF MOROGORO	MOROGORO	CERTIFICATE IN PROCUREMENT AND LOGISTIC MANAGEMENT
2006-2009	TANDAHIMBA SECONDARY SCHOOL	TANDAHIMBA - MTWARA	CERTIFICATE OF SECONDARY EDUCATION
1999 – 2005	MBALALA PRIMARY SCHOOL	TANDAHIMBA - MTWARA	CERTIFICATE IN PRIMARY SCHOOL

PROFFESSIONAL PROFILE

Graduate of diploma in Procurement and Logistic Management under the Muslimu University of Morogoro

LANGUAGES PROFICIENCY AND FLUENCY

- SWAHILI
- ENGLISH

WORK EXPERIENCE

TANDAHIMBA DISTRICT COUNCIL 2018 March to May 2018	 To prepare quotation, typewriters or computer To prepare local purchase order typewriter or computer To receive and inspect delivery goods Issue goods To prepare ledger Codification and naming store document Stock or inventory checking
MZUMBE UNIVERSITY AT MAIN COMPUS MOROGORO. 2019 July to September 2019	 To prepare local purchase order To prepare internal purchase order. Filling the tender documents. To prepare quotation Finding the supplies Inventory checking

BASIC KNOWLEDGE

- COMPUTER KNOWLEDGE
 - ✓ Computer Application(Microsoft office Word, Excel ,PowerPoint, Microsoft project)
 - ✓ Proficient in accounting package(sage accpack)
 - ✓ Proficient user of procurement management information system
- PERSONALITY DEVELOPMENT
 - ✓ Networking
 - ✓ Communications skills
 - ✓ Report writing
 - ✓ Common work place soft skills

COMPUTER LITERACY

Microsoft Office: Microsoft Project ,Ms-Word, Ms-excel, Ms-Power Point, Internet and Email

PERSONAL INTERESTS

- Reading Newspaper, magazine, books and reports
- watching TV and movies, Learning, and Worship

REFEREES

Asia Edmund

Community Development Officer, P. O. Box 03, Morogoro.

Email: edmundasia90@gmail.com

Mobile: 0719620855

Jonas Mapande

Senior Procurement officer Morogoro.

Email: jomapande@mzumbe.tz.com

Mobile:0756634080

DECLARATION

I declare	that th	ne above	information	mentioned	is	correct	description	of	my	training	and
carrier.											

Signature: S. hamidy Date 30th March 2021



This is to certify that

Shaida Hamidu

having satisfied the requirements for the award of the

DIPLOMA IN PROCUREMENT AND LOGISTICS MANAGEMENT

Upper Second Class

was awarded the Diploma at the Graduation Ceremony held on the

Twelfth day of December in the year

Two Thousand and Twenty

Vice Chancellor

Deputy Vice Chancellor (Academic)

Dplm 2000017



P.O.BOX 1031 MOROGORO Telephone:+255 23 2600256

Email: mum@mum.ac.tz

Website: http://www.mum.ac.tz



ACADEMIC TRANSCRIPT

						1 1	11 0					
Name	Registration Number	Se	x	Date of	f Birth	Nationality		9	dmitted	1	Complet	tedn
SHAIDA HAMIDU	2018-03-02263	Fe	male	28-12-1	1991	Tanzaniann		*2	018/2019	Ot	12-12-20	1205
Programme of Study			Overa	II G.P.A	Classific	ation	Ţ	tal	Credit Pa	ssed	Sponso	181
Ordinary Diploma in Procureme	nt and Logistics Management		3.5		Upper Se	econd	2	8C	2		Self	011
							_	11	7-1			· //

FIRST YEA	R RESULTS: First Semester 2018/	2019		
CODE	COURSE NAME	UNIT	GRADE	POINT
PLMT05101	Procurement Principles	12	Α	48
PLMT05102 Communication Skills PLMT05103 Business Mathematics and Statistics		8	Α	32
		8	В	24
PLMT05104	Computer Application Skills	8	С	16
PLMT05105 Store Administration		12	A	48
IS05110	Introduction to Islam I	5	В	15

FIRST YEA	R RESULTS: Second Semester 20	8/2019	00/	
CODE	COURSE NAME	UNIT	GRADE	POINT
PLMT05203	Introduction to Inventory	12	В	36
PLMT05204	Introduction to Public Procurement	12	В	36
PLMT05205	Introduction to Physical Distribution Management	12	С	24
MGT05207	Office Management	5	С	10
PLMT05105	Commercial Knowledge and Business Ethics	8	С	16
PLMT05202	Fundamentals of Accounting	10	С	20
PLMT05208	Introduction to Marketing Management	5	В	15

FIRST YEAR GPA: 2.9

SECOND Y	EAR RESULTS: First Semester 201	9/2020		
CODE	COURSE NAME	UNIT	GRADE	POINT
PTT05206	Internship	10	A	50
DPLM06101	Introduction to Procurement Auditing	12	B+	48
DPLM06102 Principles of Clearing and Forwarding		12	B+	48
DPLM06103	Introduction to Logistics Management	12	B+	48
DE06101	Introduction to Entrepreneurship	8	В	24
IS06101 Introduction to Islam II		5	B+	20
DFM06102 Introduction to Financial Management		10	С	20
DPLM06105	Principles of Economics	08	В	24

CODE	COURSE NAME	UNIT	GRADE	POINT
DPLM06201	Introduction to Supply Chain Management	12	В	36
DPLM06202	Introduction to Operation Management	8	В	24
DPLM06203	Principles of Management	10	Α	50
DPLM06204	Introduction to International Procurement	12	В	36
DPLM06205	Introduction to E-procurement	12	В	36
DPLM06206	Inventory management	10	В	30

SECOND YEAR GPA: 3.5

Dean, Faculty of Business Administration

SIGN:

HEDATER

Deputy Vice Chancellor - Academic

IIIIIIIIIIII END OF TRANSCRIPT OF RESULTS IIIIIIIIIIIII

- 1. The Transcript will be valid only if it bears the College/University Seal
- 2. Points=Grade Points Multiplied by Number of Units
- 3. Key to the Grades and other Symbols for College Exam: SEE THE TABLE BELOW

Grade	A	B+	В	C	D	F	1
Marks Range	100% - 75%	74% - 65%	64% - 55%	54% - 45%	44% - 35%	34% - 0%	NAN
Grade Points	5	4	3	2	1	0	NAN
Remarks	Excellent	Very Good	Good	Pass	Poor	Fail	Incomplete

4. Key to the Classification Awards: SEE THE TABLE BELOW

Classess	First Class	Upper Second	Lower Second	Pass	Failure
Comm.Points	5.00 - 4.40	4.30 - 3.50	3.40 - 2.70	2.60 - 2.00	1.90 - 0.00
Remarks	Excellent	Very Good	Good	Pass	Fail

Page 1of1

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This is to certify that

Shaida Hamidu Minasi

having satisfied the requirements for the award of the

BASIC TECHNICIAN CERTIFICATE IN PROCUREMENT AND LOGISTICS MANA

Pass

was awarded the Certificate on the

UMMUTenth

day of November in the year

Two Thous and uand Eighteen



UCHM180000



P. O. BOX 1031, MOROGORO, TANZANIA MOROGORO

Phone: +255-232-600 256 Email: mum@mum.ac.tz Website: http://www.mum.ac.tz



ACADEMIC TRANSCRIPT

Name	Registration Number	Sex	Date o	f Birth	Nationality	Ac	i Ki	rted	Completed.	10
MINASI, SHAIDA HAMIDU	2017-02-00905	Female	28-12-	1991	Tanzanian	20	7/2	018 0	1071 12018	1
Programme of Study	* * * * * * * * * * * * * * * * * * *	Overall	G.P.A	Classifi	cation	Total	Q.F	edit Passe	d Sponsor	1
Basic Tech. Certificate in Procuremen	t and Logistics Management	2.5		Pass	1	112	1	Z	Private	*

CODE	COURSE NAME	UNIT	GRADE	POINT
IS 04110	Islamic Theology	5	В	15
CPLM 04104	Elementary of Procurement Principles	14	В	42
CPLM 04105	Elementary of Public Procurement	13	С	26
CPLM 04106	Elementary of Commercial Knowledge	8	С	16
CA 04102	Elementary of Commercial Arithmetic	8	С	16
CL 04101	English I	8	С	16

FIRST YEA	R RESULTS: 2017/2018 - Semesti	H	06	
CODE	COURSE NAME	UNIT	GRADE	POINT
BK 04203	Elementary of Book-Keeping	8	A	32
CIT 04202	Introduction to Computer Applications	8	В	24
CL 04201	English II	8	С	16
CPLM 04204	Elementary of Store-Keeping	12	A	48
CPLM 04205	Elementary of Transport Management	12	С	24
CPLM 04206	Introduction to Enterprenuership,	8	С	16
	Customer Care & Ethics			

FIRST YEAR GPA: 2.5

Dean, Faculty of Business Administration

28th December 2020

DATE

Deputy Vice Chancellor - Academic

KEY TO GRADING

- 1. The Transcript will be valid only if it bears institution seal
- 2. Key for Course Credits: ONE CREDIT IS EQUIVALENT TO 15 CONTACT HOURS: POINTS = GRADE POINTS MULTIPLIED BY NUMBER OF CREDITS
- 3. Key for the Grades and other Symbols for Examinations; SEE TABLE BELOW

		OF OLD THE DEED IT		The state of the s	
GRADE	A	В	C	D	F
MARKS	80% - 100%	65% - 79%	50% - 64%	40% - 49%	0% - 39%
GRADE POINTS	4.0	3.0	2.0	1.0	0.0
	Excellent	Good	Average	Below Average	Fail

4. Key to Classfication of Awards: SEE TABLE BELOW

A	AWARDS CLASSFICATION	
OVERALL G.P.A	CLASS	
3.5-4.0	FIRST CLASS	
3.0-3.4	SECOND CLASS	
2.0-2.9	PASS	A M

READ IN THE NAME OF ALLAH

CHATIFIED CONT

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Page 1/1

The National Examinations Council of Tanzania





Certificate of Secondary Education

This is to certify that SHAIDA HAMIDU

Index No. \$0677-0032
sat for the Certificate of Secondary Education Examination

at TANDAHIMBA SECONDARY SCHOOL

in OCTOBER 2009

and qualified for the award of a

CERTIFICATE OF SECONDARY EDUCATION

in Division FOUR

after attaining the following performance:-

G	rade
C	(PASS)
	(PASS)
	(FAIL)
	(PASS)
	(PASS)
OFF	(FAIL)
HOM	
,	F ***

Khilmber Sule.

Chairperson

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this document invalidates it.

Dalichako

Executive Secretary

CS09 0023478



The National Examinations Council of Tanzania





Certificate of Secondary Education

This is to certify that SHAIDA HAMIDU

Index No. P4398-0018
sat for the Certificate of Secondary Education Examination

at Y E D P CENTRE

in NOVEMBER 2015

and qualified for the award of

CERTIFICATE OF SECONDARY EDUCATION

in DIVISION FOUR

after attaining the following performance:-

iter access		Grade
Subject	ng planes, lidang libera,	oper light light limb, over light li
	D	(PASS)
CIVICS	D	(PASS)
HISTORY	D	(PASS)
GEOGRAPHY	C	(PASS)
KISWAHILI	D	(PASS)
ENGLISH LANGUAGE	C	(PASS)
LITERATURE IN ENGLISH	F	(FAIL)
BASIC MATHEMATICS	*****	

Chairperson

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Executive Secretary

CS15 0267442

of FEBRUARY 20.12 of FEBRUARY FEBRUARY 20.12 of MAVIZAZLNA VIFE Fugury W) TANDAHIMBA DISTRICT REGISTRAR	fun my cust fungue STRICT RE	he register	in the FE	Laws), to be a true copy of an entry in the register in my custody of But FEBRUARY 20.12 Dated this 6TH day of FEBRUARY 20.12 MSAJILI WAVIZAZLNAVIE: Fugura WYANDAHIMBA DISTRICT REGISTRAR	e a true c	Laws), to be a true Dated this6TH	108 of the L		tion Ordinanc	Deaths Registration Ordinance (Cap.	and I	Ged under the Births and I Tandaumba Tandaumba Tandaumba Tandaumba Tandaumba Tandaumba Tee Paid Shs. 2,000/=	Certified under the the District of Fee Paid Shs.	Certified unde for the District of Fee Paid
	S. H. TAYARI	6TH DAY OF FEBRUARY, 2012	28TH DAY OF DECEMBER, 199	AS PER APPLICATION IN WRITE DATED 6TH FEBRUARY, 2012 A SIGNED BY LUKIA MUSA MTULE FATHER	TANZANIA	PEASANT=MBALALA	LUKIA MUSA MTULUMA	TANZANIA	PEASANT=MCHOLI	HAMIDU MINASI	FEMALE	SHAIDA	MBALAIA	L.293/2012
(15)	(14)	(13)	(12)	ring AND JMA	(10)	(9)	(8)	(7)	(6)	(5)	(4)	(3)	^(2)	(1)
Baptismal name added or altered a registration of bi	Signature of registering officer	Date of registration	Date of Birth	Signature, description and residence of informant	Mother's Nationality	Mother's occupation and residence	Name and maiden name of mother	Father's Nationality	Father's occupation and residence	Name and Surname of father	Sex	Name if any	Where	No. of entry
099627		BB/No.	W		BIRTH	ATE OF	CERTIFICATE OF BIRTH			ANIA	(ANZ	THE UNITED REPUBLIC OF TANZANIA	CED REPU	THE UNIT