

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: APPLICATION FOR VACANCY OF PROCUREMENT OFFICER

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

.....S. hamidu.....

Shaida Hamidu

CURRICULUM VITAE

PERSONAL PARTICULAR

FIRST NAME	SHAIDA
SURNAME	MINASI
SEX	FEMALE
DATE OF BIRTH	28 th DECEMBER, 1991
PLACE OF BIRTH	MTWARA
MARITAL STATUS	SINGLE
NATIONALITY	TANZANIAN
CONTACT	P.O.BOX 01MZUMBE-MOROGORO
MOBILE PHONE	0719697309 /0786580109
EMAIL	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

PROFESSIONAL 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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

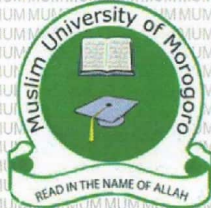
Jonas Mapande

Senior Procurement officer
Morogoro.
Email: jomapande@mzumbe.tz.com
Mobile:0756634080

DECLARATION

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

Signature: *S. hamidy* Date: *30th March 2021*



MUSLIM UNIVERSITY OF MOROGORO

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

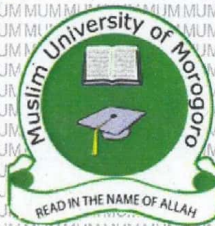
Twelfth day of *December* in the year

Two Thousand and Twenty

Vice Chancellor

Deputy Vice Chancellor
(Academic)

Dplm 2000017



MUSLIM UNIVERSITY OF MOROGORO

This is to certify that

Shaida Hamidu Minasi

having satisfied the requirements for the award of the

BASIC TECHNICIAN CERTIFICATE IN PROCUREMENT AND LOGISTICS MANAGEMENT

Pass

was awarded the Certificate on the Tenth

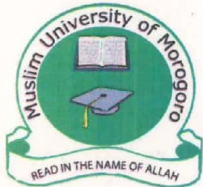
day of November in the year

Two Thousand and Eighteen

Chafes
Vice Chancellor

M. M. M.
Deputy Vice Chancellor
(Academic)

CP1800005



MUSLIM UNIVERSITY OF MOROGORO

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 of Birth	Nationality	Admitted	Completed
MINASI, SHAIDA HAMIDU	2017-02-00905	Female	28-12-1991	Tanzanian	2017/2018	10-11-2018
Programme of Study	Overall G.P.A	Classification	Total Credit Passed	Sponsor		
Basic Tech. Certificate in Procurement and Logistics Management	2.5	Pass	112	Private		

FIRST YEAR RESULTS: 2017/2018 - Semester I

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

FIRST YEAR RESULTS: 2017/2018 - Semester II

CODE	COURSE NAME	UNIT	GRADE	POINT
BK 04203	Elementary of Book-Keeping	8	A	32
CIT 04202	Introduction to Computer Applications	8	B	24
CL 04201	English II	8	C	16
CPLM 04204	Elementary of Store-Keeping	12	A	48
CPLM 04205	Elementary of Transport Management	12	C	24
CPLM 04206	Introduction to Entrepreneurship, Customer Care & Ethics	8	C	16

FIRST YEAR GPA: 2.5

Dean, Faculty of Business Administration

28th December 2020

DATE

Deputy Vice Chancellor - Academic

KEY TO GRADING

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

GRADE	A	B	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

- Key to Classification of Awards: SEE TABLE BELOW

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

READ IN THE NAME OF ALLAH



The National Examinations Council of Tanzania



Certificate of Secondary Education

This is to certify that **SHAIDA HAMIDU**

Index No. **S0677-0032**

sat for the Certificate of Secondary Education Examination

at **TANDAHIMBA SECONDARY SCHOOL**

in **OCTOBER 2009**

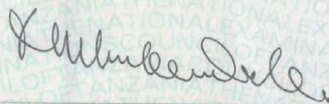
and qualified for the award of a

CERTIFICATE OF SECONDARY EDUCATION

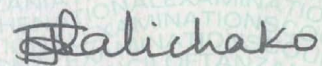
in Division **FOUR**

after attaining the following performance:-

Subject	Grade
CIVICS	C (PASS)
HISTORY	D (PASS)
GEOGRAPHY	F (FAIL)
KISWAHILI	D (PASS)
ENGLISH LANGUAGE	C (PASS)
BIOLOGY	F (FAIL)
BASIC MATHEMATICS	F (FAIL)



Chairperson



Executive Secretary

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Any alteration or amendment to this document invalidates it.

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:-

Subject	Grade
CIVICS	D (PASS)
HISTORY	D (PASS)
GEOGRAPHY	D (PASS)
KISWAHILI	C (PASS)
ENGLISH LANGUAGE	D (PASS)
LITERATURE IN ENGLISH	C (PASS)
BASIC MATHEMATICS	F (FAIL)

Chairperson

Executive Secretary

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CS15 0267442

THE UNITED REPUBLIC OF TANZANIA

CERTIFICATE OF BIRTH

BB/N_o.

0996271

No. of entry	Where born	Name if any	Sex	Name and Surname of father	Father's occupation and residence	Father's Nationality	Name and maiden name of mother	Mother's occupation and residence	Mother's Nationality	Signature, description and residence of informant	Date of Birth	Date of registration	Signature of registering officer	Baptismal name added or altered registration of bi
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
L.293/2012	MBALALA	SHAIDA	FEMALE	HAMIDU MINASI	PEASANT=MCHOLI	TANZANIA	LUKIA MUSA MTULUMA	PEASANT=MBALALA	TANZANIA	AS PER APPLICATION IN WRITING DATED 6TH FEBRUARY, 2012 AND SIGNED BY LUKIA MUSA MTULUMA FATHER	28TH DAY OF DECEMBER, 1991	6TH DAY OF FEBRUARY, 2012	S. H. TAYARI	

Certified under the Births and Deaths Registration Ordinance (Cap. 108 of the Laws), to be a true copy of an entry in the register in my custody of Birth for the District of TANDAHIMBA in Tanzania.

Dated this 6TH FEBRUARY day of 2012.

Fee Paid Shs. 2,000/=

MPP-DSM

MSAJILI WAWIZAZI, MA WIFE
(W) TANDAHIMBA DISTRICT REGISTRAR