

# FAIDHA IDD MKALI

| 30112/Kibaha,Pwani  
| 0620530619 | faidhaimkali@gmail.com

## Objective

As an expert in Administration with a specialization in Procurement and Logistics, I am dedicated to fulfilling the requirements of user departments by ensuring the achievement of the 6 R's objectives. I employ effective purchasing strategies and facilitate proper coordination of activities within the organization to foster business growth. Furthermore, I prioritize ethical practices to guarantee the attainment of value for money in all transactions.

## Personal information

- Nationality: Tanzanian
- Religion: Muslim
- Gender: Female
- Place: Pwani-Tanzania
- Date of birth: Dec 04,1994
- Marital status: Single

## Education

### TANZANIA INSTITUTE OF ACCOUNTANCY

Bachelor Degree in Procurement and Logistics Management  
3.9/5

2019

### TANZANIA INSTITUTE OF ACCOUNTANCY

Dilloma in Procurement and Logistics Management  
3.4/5

2016

### TANZANIA INSTITUTE OF ACCOUNTANCY

Certificate in Procurement and Logistics Management  
2.8/5

2014

### BAOBAB SECONDARY SCHOOL

Arts  
Division 4

2012

## Experience

### SILAYO FOREST PLANTATION

2020 - 2023

Position: Procurement, Admin and Transport officer.

Duties and Responsibilities performed:

- ❖ Coordinating procurement needs, including identifying suitable vendors, collecting price quotes, and assisting to document office supply inventories as well as maintaining relationships with appropriate vendors and assisting in maintaining the integrity of the project procurement process and ensuring all security practices of the project are being followed.
- ❖ Reviewing, comparing, analyzing and approving products and services to be purchased.

- ❖ Managing inventories and maintaining accurate purchase and pricing records.
- ❖ Overseeing and supervising all activities of the purchasing department as well as preparing plans for the purchase of equipment, services, and supplies and enforcing the company's procurement policies and procedures.
- ❖ Identifying procurement needs and receiving requests from other departments and prepare TOR according to their specification for procurement of their required good or services.
- ❖ Evaluate potential suppliers to ensure that they meet the organizational requirements and that they can provide the necessary goods or services.
- ❖ Conducting Negotiation with suppliers to obtain the best possible price and terms for organization.
- ❖ Managing suppliers' relationship to ensure that they deliver goods or services in a timely and efficient manner.
- ❖ Conduct market research to identify new suppliers, evaluate their capabilities, and negotiate contracts.
- ❖ Develop and implement strategic sourcing plans to achieve cost savings and improve supplier performance

**TANZANIA FOREST SERVICE (TFS) AGENCY**  
Assistant Procurement Officer

*2014 - 2016*

Duties and Responsibilities performed:

- ❖ Ensuring proper filing of documents such as invoices and Purchase orders
- ❖ Daily, monitor the vehicle condition, repair needs, and perform checks before operating the vehicle and notify the Line Manager of any technical problems that exist in the assigned vehicle.
- ❖ Daily update logbooks and maintain clear-cut records of the vehicle movements, obtain signatures from the relevant users and indicate the purpose for which the vehicle was used; be up to date on driving regulations in Tanzania, follow and obey all road signs as well as traffic laws.
- ❖ Ensure that the vehicle is roadworthy, insured, and meets the official requirements and documentation of the Tanzania road act Make sure the vehicle is parked all the time at a safe place when in the field areas.
- ❖ Deliver the letter, materials, and documents to the various institutions as instructed and monitor the routine travel requests made by staff.
- ❖ Assisting in preparing Procurement Monthly Reports and Assist on receiving, Recording and Issuing Materials from & to different departments.
- ❖ Assisting on Identifying and Recording the level of inventory in the stores
- ❖ Assisting in daily office operations such as delivering memos and files to various intradepartmental

### Duties and Responsibilities performed:

- ❖ Supported the procurement team in sourcing and evaluating suppliers, negotiating contracts, and managing purchase orders.
- ❖ Conducted cost analysis and prepared reports on procurement activities and expenditures.
- ❖ Assisted in developing and maintaining supplier relationships to ensure timely delivery of goods and services
- ❖ Coordinated with finance and logistics departments to ensure smooth procurement operations.
- ❖ Maintained accurate records of procurement activities and ensured compliance with company policies and procedures.
- ❖ Serve as the official driver for official staff travel within all-region and all-district around Tanzania.
- ❖ Assist in preparing procurement documents such as Purchase Orders, Goods Received Notes and Requisition Forms
- ❖ Assisting in inventory tagging of assets and keeping stock and inventory updated for goods purchased to ensure stock is well kept and reconciled for enhancing constant supply of materials in the office and in the field.
- ❖ Assisting in receiving goods, equipment and other services for the organization and acknowledging their receipt by having in place all original invoices and delivery notes
- ❖ Reconciling with finance department to ensure on time payment to participants during field meetings.
- ❖ Maintaining and filing documents to specific files as required by the finance department.

## Skills

Interpersonal Skills: .Teamwork and Collaboration: Work effectively with different departments (Finance, operations, Legal etc.), coordinate with cross-functional teams to meet procurement objectives • Strategic sourcing and procurement, • Ability in contract negotiation and suppliers' relationship management as well as inventory management control. • Ability to work on own initiative or as part of a team and exercising flexibility. • Strategic thinker extracting new ideas on achieving certain objectives and goals for the organization. • Have excellent organizational skills to effectively multitask, arrange and prioritize tasks. • Always demonstrating ethical values, tolerance, and obedience, trustworthiness, understanding and hardworking.

## Reference

Conservation Manager  
P.mbughi@gmail.com

0769981667

**Caroline Malundo**  
Zonal Manager  
Eastzonal@gmail.com

*Tanzania Forest Service Agency*  
0754752001

**Peter Temba**  
Procurement Officer  
Kibahatc@gmail.com

*Kibaha Town Council*  
0766269088

## Volunteer

### Assistant Procurement Officer

Organization of National Social Security Fund (NSSF) 2014/2015

- Assisting with procurement tasks like sourcing goods, negotiating prices, managing supplier relationships, reviewing contracts, and ensuring cost-effective purchasing practices.
- Ensuring appropriate contracts are formulated and delivered
- Mitigation of risk and liability to the Company and to our clients wherever possible
- In conjunction with the Finance Director and Procurement Manager, providing input into agreeing the annual/regular procurement spend, savings target and key projects with budget holders
- Evidence of ability to explore customers' needs and adapt the service accordingly to ensure a quality service is delivered
- Providing strategic oversight for the development of Corporate Procurement strategies. Includes oversight and monitoring of overall procurement performance and identification/implementation of continuous improvement
- Enhance the procurement capability by helping to develop and deliver processes, training, and procurement technology and knowledge management tools. This includes the successful implementation of a new Source to Pay Process with enhanced/integrated technology support

## Language

- Swahili
- English

## Interests

- Learning from Others and sharing ideas
- Social support in various community activities
- Extracting new knowledge through reading journals and Novels
- Listening Music & Travelling

## Studies

### COMPETENCE AND EXPERIENCE

- I have experience working under TFS & Kibaha Town Council Administration policies and procedures, moving in line with complexity in the whole range of activities pertaining to administration, procurement and Logistics management.
- Value for Money Procurement. Ensuring on time deliverables with quality using the minimum cost possible

➤ Working in accordance with the Public Procurement Act and its Regulations alongside TFS procurement policies and procedures

## **KNOWLEDGE & ABILITY**

### **Computer Skills**

- E-Sourcing and Marketing
- Microsoft Office (Ms Word, Ms Excel, Ms Power Point)
- Inventory Track sheet.

FAIDHA IDD MKALI

A handwritten signature in black ink, appearing to read 'Faidha Idid Mkali', written in a cursive style.