



MARKO TUMBA

PROCUREMENT OFFICER

ABOUT ME

Dedicated and results-oriented Procurement and Sales Officer with a proven track record of efficiently managing procurement processes while driving sales growth. Equipped with strong negotiation skills and market insight, adept at securing cost-effective deals and maximizing profitability. Possessing excellent communication and interpersonal abilities, capable of fostering lasting relationships with suppliers and clients alike. Skilled in analyzing market trends, identifying opportunities, and implementing strategic initiatives to optimize procurement and sales performance.

WORK EXPERIENCE

2020-2024 **PROCUREMENT & SALES OFFICER** **Car & General Trading Ltd/ Dar es Salaam**

Preparing plans for the purchase of equipment, services, and supplies. Following and enforcing the organization's procurement policies and procedures.

- Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records.
- Conducted regular competitor analysis and used market knowledge to advise on strategic brand and communications activity.
- Researching and evaluating suppliers.
- Preparing budgets, cost analyses, and reports.
- Develop and maintain strong relationships with tile dealers and wholesalers in the Dar es Salaam market to establish a prominent market presence for our TVS products.
- Stay abreast of market trends, pricing, inventory, and promotions for both our TVS products and competing products.
- Develop and execute plans to achieve monthly sales targets, including setting tasks and implementing strategies to meet and exceed goals.
- Coordinating the involvement of sales personnel, including customer support, service, and management resources, so that team performance objectives and customers' expectations are met.

EDUCATION

DIPLOMA IN PROCUREMENT & SUPPLY MANAGEMENT

College of Business Education
2021-To date

CERTIFICATE IN PROCUREMENT & LOGISTICS MANAGEMENT

Institute of Accountancy Arusha
2020-2021

REFERENCE

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HOBBIES

- ❖ Photography
- ❖ Movies
- ❖ Music
- ❖ Travelling
- ❖ Learning new skills

WORK EXPERIENCE

Agu 2020
Dec 2020

SOCIAL MEDIA SPECIALIST Adshape Media/ Dar es Salaam

Our cutting-edge, targeted solutions help you attract the right customers, convert leads and grow your business. While others put branding as their primary focus, at Adshape Media, we believe getting customers should be the primary goal because you can't take likes and views to the bank.

- Developed a social media strategy that increased website user retention by 25%
- Worked with social media channels with + 5,937 followers
- Led over 7 marketing campaigns and digital activations on social media
- Communicating with social media followers, including responding to queries in a timely and professional manner.
- Developing and managing social influencer programs and attending social influencer events.

2019
2020

CUSTOMER REPRESENTATIVE Nondos Electronics/ Arusha

- Maintained social media content development by coordinating and implementing social media marketing communication.
- Participated in the development of online marketing strategies for various planning projects.
- Responsible for comment moderation, consumer interaction, and diffusing any online issues (complaints and returns).
- Achieved a customer satisfaction rating of 97%
- Provided outstanding customer care to an average of 15 customers daily, a task that requires active feedback to maintain customer satisfaction.
- Analyzing customer data to identify usage gaps and to propose best practices.

SOFTWARE SKILL

Adobe photoshop



SAP One Client



Google Drive



Microsoft Word



Microsoft Powerpoint



Excel

