

SAIDI HAJI SHEHA

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Personal information:

Date of Birth : 19th May, 1990
Nationality : Tanzanian
Languages : English and Swahili

Professional Summary:

Dynamic professional with a Bachelor of Arts in Economics and over 8 years of experience in production supervision, data management, and sales. Currently a Production Supervisor at Africab, leading a team to achieve on-time production targets. Skilled in process optimization, data analysis, and team leadership, with a track record of improving efficiency, seeking to drive operational excellence and business growth in sales, operations, or analytics roles.

Employment History:

Production Supervisor: Africab from March 2024 to current

- Providing ongoing supervision and guidance to production staff.
- Supervising a team of 40+ to meet daily production goals, achieving 98% on-time delivery and reducing downtime.
- Coordinating with other departments such as engineering, maintenance, and logistics to ensure smooth production operations.
- Maintaining accurate production records, preparing reports on production activities, and presenting findings to management as needed.
- Resolving operational challenges promptly, ensuring compliance with quality and safety standards
- Keeping accurate records of production activities, including production volumes, quality control data, and any incidents.

Data Operator: Yapi Merkez from November 2019 to July 2023

- Received and inspected new cars and machines (assets) upon their arrival.
- Managed data for 150+ vehicles and machines, achieving high accuracy in documentation for TRA, LATRA, and WMA compliance.
- Followed up plate numbers of the new cars.
- Registered and marked new assets in SAP database, ensuring 100% traceability and audit readiness.
- Inspected daily maintenance reports of cars and machines and feed them into the company data base.
- Conducted monthly stocktaking, optimizing inventory management for operational efficiency.

Salesperson: Amaly's Investment Limited from April 2015 to August 2016

- Improved sales volume by engaging 15+ clients monthly and exceeding targets
- Advertised products to expand customer base and increasing leads.
- Maintained inventory records, reducing stock discrepancies.
- Resolved customer complaints swiftly, boosting satisfaction ratings.

Education and Qualification:

2012 – 2015: Bachelor of Arts in Economics – University of Dar es salaam
2009 – 2011: Advanced Certificate of Secondary Education- Ubungo Islamic High School
2005 – 2008: Certificate of Secondary Education – Ubungo Islamic High School
1998 – 2003: Primary Education – Mtakuja Primary School

Skills:

- **Leadership:** Team supervision, training, and performance management.
- **Data Analysis:** Excel, SAP, database management.
- **Sales & Marketing:** Client relations, lead generation, target achievement.
- **Operations:** Process optimization, inventory control, logistics coordination.
- **Communication:** Report writing, stakeholder engagement, presentations.

Awards:

2023: Certificate of service – Yapi Merkez
2011: Certificate of Discipline – Ubungo Islamic High School
2008: Certificate of Discipline – Ubungo Islamic High School

Interest and Hobbies:

- Staying informed through news.
- Traveling.
- Swimming.

Referees:

1.

Name

Institute

Status

Phone no

E-mail

: Mr. Kurwa Mbonde

: Ardhi University

: Lecturer

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2.

Name

Institution

Status

Phone no

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: Mrs. Lilian Shekibaha

: Africab LTD.

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3.

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Institution

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Phone no

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: Mr. Ayoub Benesta

: Yapi Merkez

: Transport Officer

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Declaration:

I, SAIDI H. SHEHA, hereby do declare that the above information provided is true and correct to the best of my knowledge.

Date: 23/03/2025 Signature: .....