

# Diana Goodluck Merro

**Location:** Dar Es Salaam, Tanzania.

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## Professional profile

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I am detailed minded with a positive attitude, upbeat personality skilled in procurement and logistics management. Background in providing excellent service for large corporations that encounter detailed and ever fluctuating purchasing needs.

## Core skills

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- Computer Literacy in MS Word, MS Access, MS Excel, MS Power Point, Internet Basics
- Well organized/Time management
- Strong Oral and written communication (In Basic management skills Swahili and English)
- Supportive Team Player & Leader
- Devising and presenting ideas and strategies
- Calm and Decisive Under Pressure

## Career summary

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**August 2021– September 2021**

**DAR -ES SALAAM WATER AND SEWAGE AUTHORITY (DAWASA)**

**ROLE TITLE: Procurement and Supplies volunteer**

### *Key responsibilities*

- Prepare purchase orders
- Receive, store and issue goods
- Manage stock levels and distribute supplies from stock
- Maintain stock records using manual and computerized systems
- Prepare inventories
- Find sources of supply and obtain quotes from suppliers
- Coordinate purchasing, warehousing, and inventory function
- Establishes and coordinates the operating procedures for receiving, handling, storing, and shipping goods
- Counts incoming stock and reconciles it with requisitions
- Updates inventory and stock location records

**January 2023– December 2023**

**DAR -ES SALAAM WATER AND SEWERAGE AUTHORITY (DAWASA)**

**ROLE TITLE; Procurement and supplies volunteer.**

***Key responsibilities***

- Conducting procurement activities like price negotiation, purchasing items, inspection and store of goods.
- Participate in inspecting the delivered goods for quantity and quality as per issued specifications.
- Track inventory and restock goods when needed.
- To conduct procurement research for various products.
- Maintaining and building strong customer relationship.
- Review supplies, works and services to ensure compliance with company policy.
- Receiving products from all sources.
- Releasing the goods as per warehouse requisitions.
- Conducting the monthly stocktaking and produce warehouse returns report.
- Recommending on the stock items to be disposed especially obsolete and redundant stocks.
- Maintaining stock and purchasing documents for future reference.
- Responsible for preparation of purchase orders to awarded suppliers
- Responsible for preparation of annual procurement plan as per approved budget
- Responsible for assets and fleet management

**January 2025 – up to date**

**GOOD SIGN MOTORS LIMITED**

**ROLE TITLE; Secretary and Finance Personnel**

**Key responsibilities**

- Preparing monthly expense file
- Stock taking
- Social media advertising
- Preparing expenses vouchers
- Preparing registration document of vehicles
- Preparing duty assessment file.

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## **Education and qualifications**

**Bachelor of Commerce Management in Procurement and Logistics Management (Bcom PLM)**  
– University of Dodoma (UDOM)–2019-2022

**Advanced Certificate in Secondary School (Science)** – Benjamini William Mkapa High School –  
20172019

**Certificate of Secondary Education** – Benjamini William Mkapa High School – 2013 -2016

## Referees

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**Miss: Veronica Madata**

REGIONAL SUPPLIES OFFICER DAWASA

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**Miss: Martha Silvester**

TEACHER EFATHA MINISTRY\_

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