

KHADIJA J. KHATIBU

Address: Dar es Salaam, Tanzania **Mobile:** +255 (0) 787 847 683

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PERSONAL DETAILS

Date of birth: June 08, 1999

Place of birth: Dar es Salaam

Sex: Female

Nationality: Tanzanian

Marital status: Single

Language: Fluent speaking, reading and writing Swahili and English

PERSONAL PROFILE

A highly adaptable individual, Able to work well on own initiative and demonstrate the highest levels of motivation required to meet the tightest deadlines and significant pressure to meet expected performance. Reliable, creative, talented, self-motivated and accountable person placing priority to important things and comfortable working with teams. Verbal and written communication skills are highly observed to resolve different issues involving team participation and skills building.

ACADEMIC BACKGROUND

YEAR	INSTITUTION	CERTIFICATION
2005-2011	MBUYUNI PRIMARY SCHOOL	CERTIFICATE OF PRIMARY EDUCATION
2012-2015	JITEGEMEE HIGH SCHOOL	CERTIFICATE OF SECONDARY EDUCATION
2016-2019	TANZANIA PUBLIC SERVICE COLLEGE (TPSC)	ORDINARY DIPLOMA IN PUBLIC PROCUREMENT AND SUPPLIES MANAGEMENT
2019-2022	UNIVERSITY OF DODOMA (UDOM)	BACHELOR OF BUSINESS ADMINISTRATION

WORKING EXPERIENCE

Organization	Position	Job Description	Period
Tanzania Electric supply Company Ltd (TANESCO)	Practical trainee	<ul style="list-style-type: none"> -To receive materials from suppliers and ensure there is conformity to specification, quality and quantity. -To issue materials by ensuring the quantity and material issued corresponds with the approved store issuing voucher. -To post issue voucher to ensure stock balance corresponds with received/issued items at all time. -To update stores transaction in appropriate business system to ensure correct data management and control to facilitate business decision. 	01 June - 30 October 2017
Tanzania Trade Development Authority (TANTRADE)	Practical trainee	<ul style="list-style-type: none"> -Market price collection -Responding to inquiries -Tender analysis -Updating companies database -Report writing 	16 August 2021- 24 September 2021
AKO Group Limited	Procurement Officer	<ul style="list-style-type: none"> -Responsible for overseeing all assigned procurement activities of the organization, providing strategic procurement guidance and ensuring cost-effective procurement of material, parts or goods. -Negotiate pricing and supply contracts -Review, create and maintain relationship with vendors/suppliers -Ensure budget delivery to site 	01 September 2023 - 30 June 2024

WORKING ABILITIES

- . Hardworking and very tolerant
- . Working under minimum supervision and conditions provided
- . Team player
- . Good listener and observer
- . Basic accounting skills
- . Good in conducting research with computerized software

KNOWLEDGE AND PROFESSIONAL SKILLS

- . Excellence in analytical and writing skills, with fluency English and Swahili
- . Communication skills
- . Computer knowledge

REFEREES

Full name: Petro Laurent Matulanya

Organization: Tanzania Trade Development Authority (TANTRADE)

Cell No: +255 767 487 966

P.O.Box: 60385 Dar es Salaam

Email: petro.matulanya#tantrade.go.tz

Full name: CPA David Mwakapala

Position: Lecturer

Organization: University of Dodoma (UDOM)

Cell No: +255 716 051 251

Email: daudimwaka2@gmail.com

Full name: Kiangi Emmanuel

Position: Assistance Lecturer

Organization: Tanzania Public Service College (TPSC)

P.O.Box: 2574 Dar es Salaam

Cell No: +255 762 447 584

Email: kiangicpa@gmail.com

Full name: Ashery Makundi

Position: Procurement Manager

Organization: AKO Group LTD

Cell No: +255 764 265 314

Email: asheryolvess@gmail.com