

Curriculum Vitae

ZUHURA MATOLA HATIBU
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Professional Summary

A detail oriented and committed graduate in Shipping and Logistics Management with practical experience in port operations, and inventory management. Proven ability to support transport operations, including tracking shipments, managing store inventory, and coordinating logistics. Looking to leverage my dual background in logistics to support the operational success of a transport focused organization.

Personal Information

Date of Birth: 06 May 1999
Place of Birth: Dar es Salaam
Sex: Female
Marital Status: Single
Nationality: Tanzanian

Education

| Year | Institution | Award |
|-----------|--------------------------------------|--|
| 2021–2024 | Dar Es Salaam Maritime Institute | Bachelor Degree in Shipping and Logistics Management |
| 2018–2021 | The Mwalimu Nyerere Memorial Academy | Diploma in Procurement and Supply Management |
| 2017–2018 | The Mwalimu Nyerere Memorial Academy | Certificate in Procurement and Supply Management |
| 2013–2016 | Fahari Secondary School | Certificate of Secondary Education |
| 2006–2012 | Salasala Primary School | Certificate of Primary Education |

Professional Experience

Galco Limited (GSM Group) – Port Operations Clerk Intern

June 2023 – October 2023, Dar es Salaam

- Received and reviewed manifests; reported on container discrepancies.
- Tracked shipments and maintained daily communication with transporters.
- Compiled ICD and vessel status reports; managed truck allocations.
- Received and reviewed cargo manifests for accuracy and completeness.
- Prepared reduction reports and communicated discrepancies with shipping agents.
- Tracked container movements in real-time to support operations planning.
- Generated and submitted ICD and vessel status reports daily.
- Managed daily transporter communications for container movements.
- Planned and allocated transportation resources based on delivery priorities.
- Verified and approved vessels that completed discharge operations.
- Filed transport documentation and container release records.
- Assisted in managing truck permits and resolving related bottlenecks.
- Supported compliance with port authority protocols and logistics regulations.

June 2023 – October 2023, Dar es Salaam

Tanzania Ports Authority (TPA) – Import Department Intern

August 2022 – October 2022, Mtwara

Tanzania Ports Authority (TPA) – Import Department Intern

- Tracked ships and cargo using TANCIS system.
- Assisted in document preparation (Delivery Orders, Release Orders, Invoices).
- Supported customs clearance and provided Bills of Lading.
- Tracked vessels and cargo movements using TANCIS system.
- Prepared and processed Delivery Orders and Release Orders.
- Generated and verified Invoices and Bills of Lading.
- Assisted in customs clearance procedures and document verification.
- Provided shipping schedules and movement updates to internal teams.
- Maintained import document archives and retrieval systems.
- Collaborated with customs officials for cargo release approvals.
- Conducted pre arrival planning by compiling vessel reports.

- Updated internal import databases regularly for data accuracy.
- Provided administrative support to supervisors during cargo inspections.

Mtaa Maarufu Investment Limited – Storekeeper Trainee
August 2020 – October 2020

- Monitored bale inventory levels and ensured accurate stock records.
- Inspected incoming goods and documented quality and quantity.
- Prepared customer orders and initiated reorders when necessary.
- Received incoming bales and inspected quality and quantity against purchase orders.
- Recorded daily store transactions in inventory logs.
- Prepared and dispatched customer orders promptly and accurately.
- Maintained up to date stock cards and digital inventory records.
- Monitored inventory levels to ensure timely restocking.
- Performed monthly stock counts and assisted in audits.
- Maintained clean and organized store layout for easy access.
- Communicated with suppliers for delivery confirmations.
- Labeled and categorized all stock for efficient management.
- Generated inventory movement reports for management analysis.

key skills

- Financial documentation and transaction recording
- Logistics coordination and import/export documentation
- Fleet operations and tracking systems
- Microsoft Office and basic accounting software (QuickBooks, Tally)
- Time management, attention to detail, and ability to work independently
- Proficient in English and Swahili (spoken and written)

Interests & Activities

- Volunteering in charity events
- Wildlife documentaries and articles
- Traveling and swimming

Referees

Mr. Chesco Fulgence Komba
Assistant Lecturer, Dar es Salaam Maritime Institute (DMI)
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